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# CATALOGUING IN SPECIAL LIBRARIES

# CATALOGUING IN SPECIAL LIBRARIES—A SURVEY OF METHODS

BY

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With an Introduction

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## PREFACE

THIS book is written as a concise guide to the methods of cataloguing in use in special libraries, the term "special" being used in the broad sense to include all other than public and county libraries. In addition, the commercial and technical departments attached to certain public libraries are represented.

Certain large libraries, details of whose cataloguing methods are available elsewhere, are either omitted or dealt with to a minor degree, and the writer has endeavoured to select representative libraries of each type for fuller treatment, rather than those presenting unique features.

The work represents an investigation into the cataloguing problems of the various types of special library, with examples of how these are overcome, and all information likely to affect cataloguing, such as, stock, annual accessions, staff, etc., is given wherever possible.

Printed material on this subject is scanty, and the writer is deeply indebted to the librarians of all the libraries represented in this book for information. In addition to the acknowledgments made in the text, the writer desires to express his thanks to the following, taken in order of the chapters, for permission to use examples and for personal information and advice:

Mr. J. A. Wilks, Librarian, and Miss N. Beale, Sub-Librarian (University College, London); Dr. W. C. Dickinson, Librarian, and Miss M. Plant, Senior Cataloguer (British Library of Political and

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For criticism and advice during the compilation of the book, and for contributing the introduction, I desire to express my sincere thanks to Mr. Henry A. Sharp; also to the Library Staff of the Library Association for assistance so readily given to all using the Library. Finally, I am indebted to my wife for the preparation of the manuscript.

JOHN L. THORNTON.

London,

*September 1938.*

# CONTENTS

	PAGE
PREFACE - - - - -	v
INTRODUCTION - - - - -	x
CHAPTER I	
General Considerations - - - - -	3
CHAPTER II	
Cataloguing for University and University College Libraries - - - - -	13
CHAPTER III	
Cataloguing at University College, London, and the London School of Economics (British Library of Political and Economic Science)	23
CHAPTER IV	
Cataloguing in other University and University College Libraries - - - - -	41
CHAPTER V	
Cataloguing for Medical and Scientific Libraries	59
CHAPTER VI	
Cataloguing at St. Bartholomew's Hospital Medical College - - - - -	67
CHAPTER VII	
Cataloguing at the London School of Hygiene and Tropical Medicine, and the Royal College of Surgeons of England - - -	81
CHAPTER VIII	
Cataloguing in other Medical and Scientific Libraries - - - - -	89

## CHAPTER IX

Cataloguing for Libraries attached to Learned Societies and Institutions	-	-	-	101
---	---	---	---	-----

## CHAPTER X

Cataloguing at the Royal Empire Society and the Warburg Institute	-	-	-	107
--	---	---	---	-----

## CHAPTER XI

Cataloguing at the Lindley Library, Royal Horti- cultural Society, and the Royal Geographical Society	-	-	-	117
---	---	---	---	-----

## CHAPTER XII

Cataloguing in other Libraries attached to Learned Societies and Institutions	-	-	127
--	---	---	-----

## CHAPTER XIII

Cataloguing for Government Libraries	-	-	139
--------------------------------------	---	---	-----

## CHAPTER XIV

Cataloguing at the India Office and the Victoria and Albert Museum Library	-	-	145
---	---	---	-----

## CHAPTER XV

Cataloguing in other Government Libraries	-	155
---	---	-----

## CHAPTER XVI

Cataloguing for Business, Commercial and Tech- nical Libraries	-	-	163
---	---	---	-----

## CHAPTER XVII

Cataloguing at Fox Photos Limited	-	-	171
-----------------------------------	---	---	-----

## CHAPTER XVIII

Cataloguing in Commercial and Technical Libraries	-	-	177
--	---	---	-----

## CHAPTER XIX

Cataloguing in Libraries of National Importance, including the Bodleian Library	-	-	189
--	---	---	-----

## CHAPTER XX

Cataloguing for Polytechnic and School Libraries	199
--	-----

## CHAPTER XXI

Cataloguing in other Special Libraries	- - 207
--	---------

## CHAPTER XXII

Special Libraries and the Cataloguing of Serial Publications	- - - - - 221
--	---------------

## CHAPTER XXIII

Co-operative Cataloguing and Economics in Relation to Special Libraries	- - - 229
---	-----------

## CHAPTER XXIV

Alphabetisation	- - - - - 239
-----------------	---------------

## CHAPTER XXV

Statistics	- - - - - 249
------------	---------------

## CHAPTER XXVI

Conclusions	- - - - - 257
-------------	---------------

BIBLIOGRAPHY	- - - - - 258
--------------	---------------

INDEX	- - - - - 263
-------	---------------

## INTRODUCTION

THE publication of a new book on librarianship used to be an event; now it is a matter of normal publishing routine. It is therefore all the more refreshing to find one on a comparatively untapped subject. For while the fundamentals and objects of sound cataloguing are the same whether the library is one of national proportions or merely a personal collection, a general one or a special one, there are problems and aspects of it that are peculiar to each type of collection, whether it comprises books or any other material capable of having its working value enhanced by the processes of cataloguing and indexing. And it is astonishing how many things may be enhanced in this way. Industrial concerns for instance are just beginning to realise their value.

Mr. Thornton has brought to fruition in this volume the results of extensive and careful enquiry into the methods employed in libraries of all sizes and kinds other than those vaguely known as "public" ones. He has provided us for the first time with a conspectus of the state of cataloguing in many more or less special libraries, which may not always reach the standard some of us would wish, but which reveals nevertheless a series of honest attempts to deal with difficult cataloguing problems, and so make more easily accessible the collections which the resulting catalogues represent.

But the great value of Mr. Thornton's work lies in providing those who are interested in a particular aspect

of cataloguing with knowledge of what has been already attempted in similar cases, enabling them to follow on like lines where the foundations are sound, and to improve on the methods where deficiencies reveal themselves.

These are the days of such blessed things as co-operation and co-ordination. If Mr. Thornton's book does something to bring about a greater measure of uniformity in the cataloguing of collections of similar kinds it will have performed a useful service. For one of the greatest obstacles to national and international library co-operation, especially as regards the building up of union catalogues, has always lain in the diverse and often conflicting cataloguing methods employed in different libraries.

HENRY A. SHARP.

Croydon Public Libraries,

*September 1938.*



*A blank page is left at the beginning of each chapter for the reader's own summary, and the author will welcome further information and helpful criticism.*

## GENERAL CONSIDERATIONS

## NOTES

## CHAPTER I

### GENERAL CONSIDERATIONS

FOR the purpose of this book the term special libraries has been extended to include all other than public and county libraries; that is, all that demand special treatment from the cataloguing point of view, and includes certain commercial and technical libraries attached to public systems, as being of particular interest. Cataloguing of special collections, such as music or gramophone records is not included, as this aspect has been dealt with elsewhere, notably in Mr. Sharp's *Cataloguing*, and music also receives adequate attention in the work compiled by Messrs. McColvin and Reeves,<sup>1</sup> and in a recent article by Mr. John F. Russell.<sup>2</sup> Similarly the cataloguing of patent collections,<sup>3</sup> and family letters<sup>4</sup> have received consideration, and it is not intended to swell this volume with duplications of rules for this material, nor to attempt to formulate any alternative code.

The aim of this work is the investigation of the problems of special libraries, with particular reference to cataloguing methods. Details likely to affect

<sup>1</sup> McColvin, Lionel R. and Reeves, Harold. Music libraries. . . . Vol. 1, 1937, pp. 15-24.

<sup>2</sup> The cataloguing of music. *Library Association Record*, 40, 1938, pp. 247-50.

<sup>3</sup> Drewery, R. F. Patent collections. *Library Association Record*, 39, 1937, pp. 575-8.

<sup>4</sup> Green, Muriel M. History in letters: the cataloguing and arranging of collections of family letters. *Library Association Record*, 39, 1937, pp. 52-5.

cataloguing, such as size, annual additions, scope and brief history, have been included wherever possible in the sections devoted to specific libraries, while the general chapters attempt to enumerate difficulties and ideals.

It has been necessary to arrange the libraries under consideration into groups, and as many could be incorporated in at least two of these sections, choice has been made in an arbitrary manner, consistency being in certain cases neglected to the benefit of illustrative examples.

With the exception of commercial and technical libraries, very few of those included here discard to any extent, and the chief value of special libraries lies in the permanency of their collections. This feature should influence cataloguing methods to a marked degree, and it is probable that many public libraries pay too much attention to the cataloguing of material that is only of ephemeral interest. In textbooks of cataloguing written for students it is necessary to advocate full entries, following codes that have been evolved for use in large permanent collections, and this is required for examination purposes. Unfortunately, this exhaustive treatment is frequently believed to be the only way by which catalogues can be effectively compiled, and one finds libraries of a few hundred volumes, the fiction of which is treated as if for the formation of a bibliographical tool.<sup>1</sup>

As in most subjects, the theory and the practice of cataloguing differ considerably, but unfortunately there has been no guide to the practical application of cataloguing codes. There is very little literature on the subject, and in an effort to obtain information, all

<sup>1</sup> See The simplification of the use of the catalogue. *Library World*, 38, 1935, pp. 4-5.

special libraries, members of whose staffs appear in the *Library Association Year Book* were circulated. Certain questions were included in order to standardise the answers, but this result was not entirely achieved owing to the loose use of terminology among librarians, and to other causes. Some librarians filled in only portions of the questionnaire, while others gave incorrect answers, and the gaps in the statistics (pp. 250-53) and in the entries for the libraries, are the results. Where matter was not correct, or the questions misunderstood, it has been omitted for obvious reasons.

A large proportion of those circulated returned information, some to such an extent that catalogues, lists, and samples of entries have abounded, but certain important libraries are not included, owing to the fact that no information could be had concerning their cataloguing methods.

Statistics are notoriously unreliable, and the results of the questionnaire substantiate this fact. Details of stock are given including printed books, periodicals, pamphlets, maps, manuscripts, etc., or excluding one or more of these items without specification. Particulars of annual additions also present a state of chaos. One library returning a figure of 500, receives a maximum of 100 printed books each year, the remainder consisting of pamphlets, volumes and perhaps parts of periodicals. In addition, it was thought possible to include a table showing the number of cataloguers in the larger libraries in comparison with the stock. How many nearly full-time, plus how many part-time cataloguers make one cataloguer, became too great a problem, as very few libraries appear to maintain a separate cataloguing staff. Several libraries in which the librarian alone constitutes the staff, returned one person as being devoted to cataloguing! So many

school libraries use the "Dewey decimal code of cataloguing" that little information could be gleaned from their answers; they can be excused, but the Government library making the same error, cannot!

Much useful matter was contained in the entries describing factors specially affecting cataloguing in particular libraries, but the librarian who wrote the remark "Lack of staff" certainly hit the nail on the head. The proper construction of the catalogue in a large library demands a staff devoted entirely to the subject, and in this matter we are far behind the United States.

The types of catalogue are expressed very loosely. Dictionary catalogues are often found to consist of author and subject entries, titles being omitted; author catalogues usually include corporate bodies and biographies in addition to editors and translators, and *should more correctly be termed "name" catalogues*. The terms alphabetic subject and alphabetico-classed catalogue are used indiscriminately, although according to Cutter, only the latter should have alphabetic subdivisions.<sup>1</sup> Mr. James Cranshaw has written an interesting article dealing with the nomenclature of catalogues, and mentions the fact that the true alphabetico-classed catalogue is conspicuous by its almost complete absence.<sup>2</sup> In view of these facts, the terminology used by the Librarians has been used as far as possible in the descriptions of individual libraries, and in all cases the terms may be treated as broad. The use of "author" catalogue may be treated as "name" catalogue, and the dictionary form may be understood to include titles or not, as desired. This inconsistency

<sup>1</sup> See Cutter, C. A., *Rules for a dictionary catalog*, 4th ed., 1904, p. 13.

<sup>2</sup> The alphabetico-classed catalogue, and its near relations. *Library Assistant*, 30, 1937, p. 202-11.

should not confuse those studying for examinations, as they must look upon this work as descriptive of practical methods introduced to serve those using special libraries, each of which must receive individual consideration, rather than of ideals.

Cataloguing in special libraries does not differ from that in other libraries, in that accuracy and consistency are essential. In fact the need for these is, if possible, accentuated, and the omission of detail by no means detracts from the accuracy of entries. To a certain extent, it does not matter under what heading the main entry for a book is made, as long as the rule observed is maintained throughout the catalogue, and suitable references made. Of course, the need for the universal adoption of a standard cataloguing code cannot be over-emphasised, but it is an ideal not even likely to be approached for many years to come. In fact, every re-organisation of a library, and every revision of a code, places the goal farther away.

Special libraries have different types of readers to consider than those to be catered for in public libraries. The permanency of the stocks, and their restriction to certain subjects, make them very complete records of work done in these directions, and the details on the cataloguing entries should be those of most value to users of the library. In the appropriate chapters these have been enumerated, and in these libraries as in all others "the convenience of the public [i.e., user of the catalogue] is always to be set before the ease of the cataloguer" in the words of Cutter.<sup>1</sup>

Printed catalogues are more abundant than in public libraries, and are probably of more value as they frequently contain analytical entries. In large libraries devoted to special subjects the printed catalogues form

<sup>1</sup> *Rules for a dictionary catalog*, 4th ed., 1904, p. 6.



extensive bibliographies of these subjects. As far as possible, mention of printed catalogues has been included in the entries for individual libraries, as they are often of great significance, and a complete collection of all the printed catalogues of special libraries, would be very useful, and it could be housed to advantage in the Library of the Library Association.

For some time we have awaited the appearance of a revision of the Anglo-American Code. Some librarians have expected drastic alterations, upsetting rules that are widely used throughout the world, but this is most improbable. Certain elucidations and adaptations are necessary, and a guide to the practical application of the code would be welcomed in the form of a short textbook.<sup>1</sup> Definitions are receiving attention, and if the alternatives given where the *English and American Library Associations* failed to agree, could be abolished by the adoption of one of the forms in each case, the value of the code would be increased. Most libraries appear to use the American alternatives and in special libraries this fact is even more prominent. The writer agrees with the views set forth by Mr. H. A. Sharp on this subject,<sup>2</sup> and emphasises the need for agreement in a code which stands a better chance of general adoption for the purposes of co-operation than any other. Mr. J. C. W. Hanson has dealt with the revision of the Anglo-American Code from the American point of view, dealing with the points under discussion,<sup>3</sup> and Mr. Rudolph Gjelsness<sup>4</sup> has also mentioned the progress being made on the other side of the Atlantic.

<sup>1</sup> Thoughts on practical cataloguing. *Library World*, 39, 1937, pp. 185-6.

<sup>2</sup> *Cataloguing*. . . . 2nd ed., 1937, pp. 432-40.

<sup>3</sup> The Anglo-American Catalogue Rules: a new edition. *Library Association Record*, 3rd ser., 3, 1933, pp. 105-11

<sup>4</sup> Co-operation in catalog code revision. *Catalogers' and Classifiers' Yearbook*, 6, 1937, pp. 65-70.

Several years have already been spent on the subject, and it is hoped that an early publication will reveal the code thoroughly revised in the light of modern requirements, as compensation for the time during which librarians have eagerly awaited its appearance.

Cataloguing codes are of inestimable value as guides to practical cataloguing, but they are rarely adopted as they stand, and the wide divergence between the theory and practice of this subject are clearly illustrated in the following pages.



CATALOGUING FOR UNIVERSITY AND  
UNIVERSITY COLLEGE LIBRARIES

## NOTES

## CHAPTER II

### CATALOGUING FOR UNIVERSITY AND UNIVERSITY COLLEGE LIBRARIES

UNIVERSITY and college libraries are of great importance, as in many cases they are of great antiquity and house unique volumes and manuscripts. They are frequently selected as the perpetual home for valuable collections of books, and some are, or have been at one time, copyright libraries, enjoying the privilege of receiving one copy of every book printed, theoretically if not in fact.

University libraries do not as a rule discard the stock at periodical intervals, and this has made them rich in literature dating from their foundations, many housing incunabula,<sup>1</sup> and as repositories of vast collections of literature their cataloguing is of utmost importance.

It has been argued that university and college libraries are not "special" libraries, on the grounds that they contain books covering the general field of knowledge, but they rather consist of series of special collections, and as they certainly require special consideration for cataloguing purposes, they are included in this work.

In most college and university libraries, one finds that the collections are split up, a main general library

<sup>1</sup> The cataloguing of this material is fully dealt with in Guppy, Henry. *Rules for the cataloguing of incunabula*, 2nd ed. . . . 1932.

being provided, surrounded by smaller collections, termed seminar, departmental or sectional libraries. This scattering of the volumes makes the task of the cataloguer more difficult. There should be a complete catalogue to the entire stock, and each branch library must have a catalogue of the books therein, if not of other books dealing with the same subjects, but housed elsewhere. It is essential that the cataloguing should be centralised. Most of the departmental libraries overlap to a certain extent, and although duplicate copies of very important works must be provided, if this is not done, readers should be enabled to find that the book is shelved elsewhere, from the source usually consulted for this information, the catalogue.

Although in some libraries of this type, readers are allowed to use any of the branch libraries, in others they are restricted to those devoted to the subjects that they are studying. In all cases, readers should have access to a catalogue of the entire collection, and be permitted to consult all works upon application to the main library.

There is also the difficulty to be experienced when special collections must be kept together. Donors sometimes stipulate that collections may not be broken up, and if these are included in the general catalogue, and if possible, in departmental library catalogues where they may be of use, they can be made available to a wide circle of readers.

Printed catalogues of university libraries are of great value, as they represent collections that are permanent, although constantly growing, and scholars prefer this type of catalogue.<sup>1-2</sup> Furthermore, where there are

<sup>1</sup> In these two works Mr. G. H. Bushnell gives useful information on cataloguing in university libraries. *University Librarianship*, 1930.

<sup>2</sup> The ideal college library. *Library World*, 38, 1935-6, pp. 36-7.

numerous branch libraries, one can place a copy of the printed catalogue in each room, but it is not so simple in the case of the card catalogue. Cabinets must be provided, and where the printed catalogue would cover the entire stock of the library, it is impossible to house a complete set of cards in each of anything up to about twenty different branch libraries.

Most university and college libraries have printed catalogues, if not of the complete library, of certain special collections, but there are few being published at the present time, and the card or sheaf forms predominate for recent additions. In some cases, printed catalogues are interleaved and additions stuck in, but this method cannot go on for an unlimited period, and one of the alternatives must be adopted.

Despite the cost of card cabinets and the great deal of space taken up by them, they are very popular in libraries attached to universities and colleges, and predominate over other forms of catalogue (See Table, p. 251). They can be easily kept up to date and rearranged, which advantages the sheaf catalogue enjoys only to a limited degree. The cabinet gives the catalogue the air of permanency and the cards certainly stand more wear at the hands of hundreds of students than does the sheaf form.

The types of catalogues to be provided in these libraries has been frequently discussed, and no satisfactory agreement evolved so far. It is agreed that an author catalogue is essential, and several libraries confine themselves to this type. A glance at Table 3 on page 252 reveals that these libraries do not predominate, and that the value of subject and classified catalogues is commencing to be appreciated. There is little point in providing a classified catalogue unless it conforms with the scheme in use for the books, and it



is suggested that where the stock is arranged by one of the recognised schemes of classification, a subject catalogue is a useful asset as an index to the classification. Mr. John A. Wilks in a paper read at the Library Association Conference at Manchester in 1935,<sup>1</sup> doubts whether the provision of a subject catalogue is necessary, as the "average undergraduate gets on very well without it." As Mr. Headicar points out,<sup>2</sup> it is not only this type of reader that has to be considered; professors, lecturers and research workers must be catered for, and there is also the difficulty experienced when a large number of students are referred to the same literature, for no university or college library can afford to purchase large numbers of duplicate textbooks. The readers want to see other books on the same subject, and in the absence of a subject catalogue, and in view of the scattered arrangement of the books, they must often be disappointed. In addition, where books are allowed out of the library for home use, this difficulty is accentuated.

Dictionary catalogues do not enjoy the same popularity as in public libraries, and it is believed that the separation of author and subject entries into two series is of greater value to, and more appreciated by, those who consult the catalogue with the express purpose of finding books on a certain subject or by a given author. The combination of the two tends to confuse those unaccustomed to this type of catalogue. One library compiles author, subject and classified catalogues, although these three types of entry are not made for the entire collection.

University and college libraries can include more

<sup>1</sup> The modern university library : standards for to-day. *Library Association Record*, 4th ser., Vol. 2, 1935, pp. 376-82.

<sup>2</sup> *The library of the future* (1936), p. 61.

details in catalogue entries than certain other libraries, as their stocks are, generally speaking, permanent. Furthermore, as institutions devoted to learning, it is their duty to include all information that is likely to be looked for in the catalogue, to meet the varying needs of the readers. As is found in the following chapters, it is usual to give very full entries, which increase in detail with the age of the material being catalogued, but most libraries attached to university and college libraries are handicapped by lack of sufficient staff.

In the United States it is usual to have large staffs devoted exclusively to cataloguing, while in Great Britain, several large university libraries have not one full-time cataloguer. In many cases the annual increase in stock merits the entire attention of several assistants, but with the staff available in many university libraries, one finds that several persons do a little cataloguing in between other duties, forming hybrid compilations which masquerade as author catalogues. The provision of subject or classified catalogues, the formation of bibliographies and lists of references, and other duties that can be undertaken by a cataloguing department, cannot be considered for lack of staff. Some librarians comfort themselves with the plea that those using the library are satisfied with the facilities provided, but do not ask if they themselves are satisfied as librarians with the tools that they provide for the readers. Others, attempt to remedy the defects at the earliest opportunity, and we find the complete reorganisation of cataloguing and classification methods as at the Queen's University, Belfast, and particularly St. Andrews University, where for rather more than a decade the staff has been engaged in re-cataloguing and classifying a quarter of a million volumes, in addition to normal routine work.

In certain university and college libraries one finds adequate provision for the guidance of readers to the literature that they require, but in others those using the catalogues are disillusioned. Members of staffs transferring their duties from one university to another are apt to compare the respective libraries, and if accustomed to the use of classified or subject catalogues, they may be seriously hampered by the absence of one of these forms of catalogue when removing to occupy another position. Of course, the reverse is true, and a reader unaccustomed to the use of these tools must be initiated, but once introduced, the value is appreciated.

Standardisation is not always a good thing, but persons visiting several universities are puzzled to understand how librarians manage to find so many headings for the same book, and time spent studying the rules on which the different catalogues are compiled is practically wasted, as it is possible that by the time these are appreciated another move takes place. Mr. John A. Wilks has stressed this need for the standardisation of headings in his paper mentioned above.

The use of names of towns in imprints and as subject headings presents a difficulty. Are we to use MUNICH or MÜNCHEN, COLOGNE or KÖLN. Some libraries use the vernacular in imprints and the anglicised form as headings, but it is possible that the standard adoption of the one form, preferably that used in Great Britain, would facilitate the use of catalogues.

Periodicals are of particular importance in this type of library, and in many cases, separate lists of periodical publications are issued, either printed or duplicated, in addition to being included in the card catalogue. Here, they are frequently collected together under the heading PERIODICALS, but are sometimes scattered throughout the catalogue under the appropriate

headings. The former appears to present more advantage, and is more generally used.

Medical and scientific libraries, although functioning as branches of the main library in university and college libraries demand the same treatment as those dealt with in Chapter V. The stock and purposes of both are almost identical, yet those housed in universities and colleges are often hampered by the fact that they are only afforded the same advantages as regards the provision of catalogues as the other branch libraries in which research is not so much dependent upon current information. Analytical cataloguing is of great value to research workers, despite the provision of printed bibliographies, for in all cases these appear months after the publication of the material that they include. How many university libraries can spare the time to do this important work? This question can only be answered by considering the number of persons devoted entirely to cataloguing on the staffs of these libraries, with the result recorded above.

The libraries to which this chapter is devoted would benefit to an enormous extent from a system of co-operative cataloguing, and this aspect of the subject is dealt with in Chapter XXIII.

Despite the fact that many university and college libraries are undergoing reorganisation, and being re-catalogued, it is believed that many others could take the same step to advantage. The task cannot be lightly embarked upon, but a careful consideration of the needs of numerous types of readers to be catered for in these libraries, should determine the ideals to be followed.



CATALOGUING AT UNIVERSITY COLLEGE,  
LONDON, AND THE LONDON SCHOOL OF  
ECONOMICS (BRITISH LIBRARY OF  
POLITICAL AND ECONOMIC SCIENCE)

## NOTES

## CHAPTER III

### UNIVERSITY COLLEGE, LONDON, LIBRARY

FOUNDED in 1826, this was opened in 1828 as "The University of London," but was incorporated as University College, London, in 1836. It is thus the oldest part of the University of London, and as such, its importance is enhanced by the possession of one of the most extensive libraries in London.

For many years the Library has been situated in what one might term the heart of the College, but its continual growth has necessitated additional space, until it has now spread its branches over all departments. The General Library is surrounded by numerous sectional libraries devoted to special branches of knowledge, such as, the Archæology, Classics and Ancient History, English, French, German, History, History of London, Italian, Philosophy and Psychology, Scandinavian, and Science Libraries. In addition, the following libraries are housed in proximity to the appropriate departments : Architecture, Chemistry (Ramsey Reading Room), Foster Court Library (which includes at the present time the Law Library, in addition to works devoted to zoology, geology, botany and geography), Librarianship, Phonetics, and the Thane Library devoted to the Medical Sciences. There is also the Mocatta Library housing Hebrew literature.

The Library contains over 388,000 books and



pamphlets, to which approximately 12,000 are added annually. The code used for cataloguing is based upon that of the British Museum, with certain modifications, and this code is remarkable in the fact that alternative headings rendered necessary by the words "except where" are absent. The code is probably unique in this feature, and an abbreviated selection of the rules is given.

Series other than editions of classics or publishers' series, are entered as series (e.g. CAMBRIDGE HISTORICAL SERIES).

Publications issued by a government, or by a department or public office of a government, of a country, state, town, etc., are entered under the name of the state, town, etc., with the name of the department as subheading, e.g.:

GREAT BRITAIN.	<i>Parliament.</i>
GREAT BRITAIN.	<i>British Museum.</i>
MANCHESTER.	<i>Art Gallery.</i>

Academical theses are entered under the name of the author of the thesis.

Works officially issued by societies appear under the name of the society, the name of the town in which it is situated being added if not included in the name. Formerly this rule necessitated entry under the heading ACADEMIES, but with the British Museum, University College no longer uses this heading, although it is still represented in the catalogue for society entries that were made before the new rule was introduced.

Orders of Knighthood, Masonic bodies, etc., are entered under the distinguishing word of the title, e.g.:

JERUSALEM, *Order of St. John of,*  
FREEMASONS, *Hampstead Lodge.*

Anonymous books are fully dealt with, and in the absence of known authorship, the heading is chosen according to the following rules in order of precedence:

- (a) Concerning a person, real or fictitious, under his name.
- (b) Concerning a collective body or institution, under name of body or institution.
- (c) Concerning place or object bearing a proper name (e.g. a ship), under name.

Where not applicable, under

- (d) Name of person or place forming necessary part of the title (except when merely indicating a period).
- (e) or, the first substantive in the title of a book, unless that is preceded by an adjective which gives the noun a special significance, in which case the whole must be taken as the heading, e.g.,

#### BOOK

A first book of music

#### ENGLISH LITERATURE

English literature in the eighteenth century

#### ENGLAND

Are we going to fight for England ?

- (f) or, the first word, e.g.

#### HOW

How did it happen ?

English compound names are entered under the last part of the name, but European other than English are adopted as a whole.

These few examples indicate something of the thoroughness of the rules by which the catalogues of this library are compiled.

The need for centralised cataloguing is appreciated, and the cataloguing for all sectional libraries is effected

in the main library. A printed catalogue of the entire collection of works received up to 1886 is available, but since that date, entries have been made on cards. A complete catalogue of the College Library is housed in the cabinets outside the General Library, and from this one can find the location of any book. If it is contained in a sectional library to which the enquirer has not access, it is supplied upon application to the library staff. Each sectional library has a separate catalogue of the volumes contained therein, and in many instances cards are also included for works likely to be of interest to readers in that particular library, but which are housed elsewhere.

The author catalogue is compiled on standard size cards, and subject catalogues arranged in broad subject groups are available only for certain sections, such as the Phonetics and London History card catalogues, and the printed catalogues devoted to Geology and to Palæography. Several printed catalogues of other special collections have been issued, and a list of these is given at the end of this section.

The arrangement of the material on the catalogue cards is of interest, and the details provided include, author (or alternative heading), title, edition, pp. and plates, volumes, size, place and date of publication, and bibliographical notes if necessary. Name of publisher is given on the shelf-cards, these being used for stock-taking. A sample entry, with two cross-references is given to show the arrangement of entries.

These entries set out clearly the important details, and can be consulted with ease. Mr. James Ormerod provides useful information on the arrangement of material on cards in his *Style in card cataloguing* (1934), but it might prove of more value if the positions of the collation and imprint were reversed. The date is of

ENGLISH ASSOCIATION.

Pamphlet No. 58.

Some notes on Sir Walter Scott. By John Buchan. Pp 19.

la. 8°. [Oxford?], 1924.



BUCHAN (John), *Baron Tweedsmuir*.

Some notes on Sir Walter Scott.

1924.

*See*

ENGLISH ASSOCIATION.

Pamphlet No. 58.



particular value in special libraries, but in the examples provided by Mr. Ormerod it is generally sandwiched between the title and the size. In the catalogue of University College this information is given due prominence, and the entries are well arranged from every point of view.

Periodicals are of great importance in any university library, and here they are particularly numerous. A printed catalogue of this material was compiled in 1912, but this form is difficult to maintain up to date. Periodicals are also represented in the card catalogue under the heading, PERIODICALS, and publications of societies also appear in the catalogue under the heading for the society. As several sets of the complete catalogue are required, the sheaf form has recently been introduced, three copies of each entry being typed at a time. Only one periodical is catalogued on each leaf, and as entry is made under the first title used, changes being indicated by the word, "continued as," there is ample room for future additions.

The Library of University College, London, presents problems typical of many other university and university college libraries, and overcomes them in a manner that might be followed by others to advantage. Unfortunately, there is no subject catalogue, and Mr. John A. Wilks, the Librarian, doubts whether this type of catalogue justifies the cost of compilation. In the previous chapter this matter has been considered, and although subject catalogues have proved of inestimable value where introduced, lack of sufficient staff devoted to cataloguing must influence a decision upon which rests so much additional labour. The question of the provision of additional card cabinets to house the extra material is also no light one in a large library, and the matter must depend upon individual circumstances.

SCOTT (*Sir* Walter).

*See*

ENGLISH ASSOCIATION.

Pamphlet No. 58.

Some notes on Sir Walter Scott. By John Buchan.

1924.



## PRINTED CATALOGUES

BONSER, WILFRED. Geologists' Association. Catalogue of the geological books in the Library of University College, London, including the Library of the Geologists' Association, 1927.

Catalogue of the books in the General Library and in the South Library at University College, London . . . 4 vols. and supplement. 1879-97.

Catalogue of books in the Medical and Biological libraries at University College, London. . . 1887.

CHAMBERS, RAYMOND WILSON. Catalogue of the Dante Collection in the Library of University College, London. . . . 1910.

MILNE, A. TAYLOR. Catalogue of the manuscripts of Jeremy Bentham in the Library of University College, London. 1937.

NEWCOMBE, LUXMOORE. Catalogue of the periodical publications, including the serial publications of societies and governments in the Library of University College, London. 1912.

RYE, REGINALD ARTHUR. Catalogue of the printed books and manuscripts forming the Library of Frederic David Mocatta. . . . 1904 (This collection is now housed at University College, London.)

WHITTAKER, THOMAS. Report on the Bentham Manuscripts at University College, London. With catalogue (1892).

WILKS, JOHN and LACEY, ARTHUR DOUGLAS. Catalogue of works dealing with the study of western palæography in the libraries of the University of London at its central buildings, and at University College, and at King's College. 1921.

BRITISH LIBRARY OF POLITICAL AND ECONOMIC SCIENCE  
(LONDON SCHOOL OF ECONOMICS AND POLITICAL  
SCIENCE)

This library was founded by public subscription in 1896, and is now maintained by the London School of



Economics and Political Science, which forms part of the University of London. It has to satisfy the reading needs of a large body of students, and also to provide the material for research workers, lecturers and professors. A stock of approximately 250,000 bound volumes is housed, in addition to an enormous collection of pamphlets, and additions amount to 12,000 bound volumes *per annum*. The literature is arranged according to the Library of Congress classification scheme, adapted where necessary, and displayed in rooms corresponding to the educational scheme of the School.

A staff of seven is engaged almost continually in cataloguing the books, pamphlets, periodicals, government publications, and indexing the manuscripts, for in addition to new additions, about half of the stock had not previously been catalogued. There are also four typists attached to the Cataloguing Department. Articles in periodicals indexed in the Library Association's *Subject index to periodicals* are not analytically catalogued, as are all others of interest, unless of special importance, when they are temporarily incorporated in the subject catalogue, but discarded upon the publication of the *Subject index*, which, of course, does not appear for some months after the journals indexed therein.

The subject catalogue to the Library is printed in four volumes entitled *A London Bibliography of the Social Sciences*, compiled by B. M. Headicar and C. Fuller, 1931-2, and includes other printed works on the same subject contained in the libraries of the University of London, University College, London, the Royal Anthropological Institute, the Royal Statistical Society, and certain other institutions. Printed supplements appeared in 1934 and 1937, and the catalogue is kept up to date by means of cards. The subject

catalogue is in dictionary form, and volume four and both supplements contained author indexes, tables of subject headings, and lists of periodicals in the British Library of Political and Economic Science.

The card supplement is a catalogue only of the works in this Library and the Edward Fry Library of International Law, which is also housed at the London School of Economics. A classified catalogue to this last collection was published in 1925, but it is also contained in the *London Bibliography of the Social Sciences*.

The author catalogue is in card form and includes joint authors, editors, pseudonymous works, societies and institutions, but not writers of prefaces or introductions. Furthermore, the subject of a biography must be looked for in the subject catalogue. Cross-references are supplied freely, and this card catalogue provides the classification numbers so that readers must consult this catalogue before they can obtain the books.

In this catalogue different coloured cards are used to indicate the location of certain books. A green card indicates that the volume is in the Lending Library and can be borrowed for home use, while a buff card shows that the work is in a Seminar Library and reserved for the use of honours students. All those placed in seminar libraries are duplicates, and the preceding white card indicates the location of the other copy.

Periodicals appear scattered throughout the author catalogue under titles, with references from societies where required, and pamphlets, official publications arranged by country, state or town, and then by departments alphabetically, and manuscripts are also represented. A list of periodicals is included in the *London Bibliography*.

The actual cataloguing is done on a printed work card designed by the Librarian, Dr. W. C. Dickinson,

Brief Description					Comment		Room Q				
Author :					Room						
Title :					Classification						
					Accession No.						
Edition		Place of Publication		Date	Height	Pages or Vols.		Front			
Front (port.) (map)		Plate	Illus.	Port.	Map	Diag.	Facsim.	Plan	Chart	Table	Bibliog.
Order and Date No.		Authorisation				Received			Source and Price		
Accessioned		Classified		Typed		Checked & sent to binder		Checked & sent to shelves			

Work card of the British Library of Political and Economic Science, designed by the Librarian, Dr. W. C. Dickinson. The back of the card is divided into halves, one side being for a list of cross-references, and the other for subject entries.

which provides space for every imaginable detail (see example opposite). White cards are used for purchases, green for donations, and pink for old stock being catalogued. These cards serve as lists of books on order, and are sent with the book on its arrival to the cataloguing department, where all details are filled in, and the cataloguing particulars added. Cross-references and subject headings are noted on the backs. From these, the typist can produce all the entries required, and the various statistics having been compiled,<sup>1</sup> the cards are cut down to 5 by 3 inches and deposited with the National Central Library.

The cards used for the catalogue have certain particulars printed in the right-hand side and have rounded top corners to alleviate the dog-eared appearance imparted to cards when continuously handled by a large number of persons. Various types of cards were submitted to chemical and "endurance" tests, and the one finally chosen was specially manufactured in accordance with the Library Association's specification for grade A paper. As an additional improvement, the edges of the cards are now hardened to prevent fraying. A sample entry is shown on page 36.

When the cards for the catalogue are typed they are duplicated onto thin slips which form units of two sheaf catalogues. One is arranged as the books on the shelves, and used as a shelf register, the other in alphabetical sequence by authors serving as a duplicate of the card catalogue; this is to ensure against loss of individual entries, and is used for reference by the cataloguing staff; it would be of great value if an author catalogue should be printed in the future.

<sup>1</sup>Details of these statistics, together with other useful information are contained in Plant, Marjorie. The statistical treatment of accessions. *Library Association Record*, Vol. 40, 1938, pp. 407-12.

<p>BROWNE (GEORGE FORREST) successively <i>Bishop of Stepney and of Bristol.</i></p>	ROOM
<p>Echt-Forbes family charters, 1345-1727: records of the Forest of Birse: notarial signs, 926-1786.</p>	R
<p>Edinburgh, 1923. 11". pp. xiii, 291. map, facsim.</p>	Classification
<p>○</p>	X 21,249
	Accession No. 166751

The London School of Economics is regarded as the home of the most progressive library in this country. New features have been introduced that are not to be encountered elsewhere in Great Britain, and its printed catalogue is the most complete bibliography of the subjects to which the library is devoted, that is likely to be produced for some time. Its cataloguing methods are planned to serve those making use of this vast collection of literature of the social sciences, and present unique features.

#### SOURCES OF INFORMATION

*A Reader's Guide to the British Library of Political and Economic Science (Second edition), 1937.*

(A photograph of the author catalogue will be found opposite page 164 of, and other photographs and references to this library in, Headicar, B. M., *A manual of library organisation*, 1935.)



CATALOGUING IN OTHER UNIVERSITY  
AND UNIVERSITY COLLEGE LIBRARIES



## NOTES

## CHAPTER IV

### LIBRARY OF THE QUEEN'S UNIVERSITY OF BELFAST

DURING 1936-7, 3,800 volumes were added to this library of 146,000 books. The Anglo-American Code is followed in the compilation of the catalogues, for which the unit card system is employed. The cataloguer writes one card in manuscript (afterwards to be used for the shelf catalogue), indicating headings for added entries, which is then copied in typescript on cards the required number of times. Author and classified catalogues are made for general use, the latter being arranged according to the Library of Congress scheme of classification, as is also, of course, the shelf catalogue. In addition, separate catalogues, in sheaf form, are made for manuscripts and Parliamentary Papers.

The following details are given uniformly on main and added entries, and in the classified catalogue, cross references being supplied from forms of heading not adopted in the author catalogue: Heading, title (abridged if very long), with particulars of editors, translators, etc.; imprint, which includes place, publisher and date, collation (i.e., format for books printed before 1800, number of volumes or pages, details of illustrations, etc., and height in centimetres); series, and sometimes a note of a bibliographical or explanatory nature.

Entries are not made in the classified catalogue for the following classes of material: 1. Works by or about

*an individual author which have been classified a literature.* 2. *Works by or about an individual philosopher.* 3. Periodicals, under the headings of which one is referred to the main entries. 4. Reprints from periodical literature. 5. Works published by or about, individual universities, libraries or schools. 6. Editions of, and works about the Bible. In certain cases readers are referred from the headings that would be adopted, to the author catalogue. The idea is to avoid overcrowding the classified catalogue with material that would normally be looked for in the author catalogue, and is to be commended. It is assumed that reprints can be traced through printed bibliographies.

All books added since 1931, and those published since 1918 have been treated in the above manner, while others appear only in the author catalogue with much abbreviated entries.

The library is an excellent example of the reorganisation of the cataloguing and classification methods in a university library, for, previous to 1931, the books were arranged on the fixed location principle, classified in broad subject divisions.

#### UNIVERSITY LIBRARY, READING

This library comprising 66,000 volumes and 18,000 pamphlets, increases at the rate of 2,500 volumes each year. The Anglo-American Code is used for the compilation of author and subject catalogues. Cards are used for these entries, but a sheaf subject catalogue is provided for agricultural pamphlets.

The arrangement and contents of the cards are of interest, and examples are given.

The number at the bottom between square brackets, is the accession number; it will also be noted that while the name of the publisher is given in both entries,

<u>Leakey</u>		L[ouis] S[eymour] B[azett]
916.72		<p>Kenya: contrasts and problems.</p> <p>19.1 cms. xvi, 189 pp., plates, maps. Methuen. 1936.</p> <p style="text-align: center;">○</p> <p style="text-align: right;">[14,580]</p>

Author Entry

<u>Kenya</u>		
916.72		<p>Kenya: contrasts and problems.  L[ouis] S[eymour] B[azett] Leakey.    Methuen. 1936.    ○ [14,580].</p>

Subject Entry

place of publication is not included, and that particulars of full Christian names which have been supplied by the cataloguer are given in square brackets. This is not generally considered necessary.

A printed *Catalogue of the Overstone Collection* was privately printed in 1867.

#### UNIVERSITY LIBRARY, ST. ANDREWS

At a meeting of the Faculty of Arts in 1456, it was agreed to make provision for the establishment of a library, in this, one of the oldest universities in Great Britain. It is believed that each college was provided with the nucleus of a library at its foundation, and in time these became extensive and valuable. The general University Library was founded by James VI in 1612, from whom, and from members of whose family, it received valuable donations of books. About the middle of the eighteenth century, the libraries of the three colleges were transferred to the University Library, and it has since been considerably increased, at present containing over 300,000 printed volumes. Over 6,000 books are added each year, and two full-time and several part-time cataloguers deal with this material, in addition to being engaged on the re-cataloguing and reclassifying which has been in progress for rather more than a decade.

During this reorganisation, the opportunity has been taken to build up certain special collections, such as the Royal Collection of Foundation Books, the Collection of Early Printed Books, and the Bible Collection, to each of which a separate catalogue is provided.

Author and classified catalogues are compiled, the latter being arranged by the Library of Congress scheme, with a special scheme for early printed books. Entries, which are fairly full, but usually with collations,

are made on cards and in sheaf form, while the last complete catalogue was printed in 1826. Printed catalogues of additions and also of a few special collections have since been issued.

#### UNIVERSITY COLLEGE OF WALES, ABERYSTWYTH

The stock of this library consists of 83,000 volumes, to which 3,000 (including periodicals), are added annually. Books are catalogued according to the Anglo-American Code, and author, classified and subject catalogues are compiled on cards. The stock in the main library is classified by the Library of Congress scheme, while departmental libraries are not, and thus do not appear in the classified catalogue.

Periodicals are listed in a sheaf register, in addition to being entered in the author and classified catalogues.

A printed catalogue was published in 1897, entitled *A catalogue of (1) Welsh books, (2) books relating to Wales, (3) books written by Welshmen* . . ., but is now considered obsolete.

#### UNIVERSITY OF BIRMINGHAM LIBRARY

A quarter of a million volumes represent the stock of this library, increasing at the rate of 10,000 additions annually. Both author and classified catalogues are compiled on cards, the Anglo-American Code being used. This has been amplified by the Librarian, Dr. Wilfred Bonser, the results being published in the *Library Association Record*,<sup>1</sup> and other librarians have taken advantage of the suggestions contained therein (e.g. p. 81).

The Library of Congress scheme of classification, modified to conform with the teaching in the

<sup>1</sup> Emendations to the Anglo-American Code of Cataloguing Rules, 4th ser., 2, 1935, pp. 58-60.

University, is in use for the books and the classified catalogue. A separate catalogue is devoted to periodicals, which are also incorporated in the main catalogue.

#### UNIVERSITY OF BRISTOL LIBRARY

An author card catalogue, based on cataloguing rules evolved in this library, is compiled to the stock of 120,000 volumes, increasing by about 4,000 yearly. In most respects, this code is in agreement with the Anglo-American, but two points are worthy of note:

*Periodicals.* Enter under latest title.

*Collation.* Particulars are found in this order: Size in inches, pp., portraits, frontispiece, plates, maps, facsimiles.

Full bibliographical details are given on the main entries. A catalogue of periodicals is now being prepared for the press.

#### GIRTON COLLEGE LIBRARY, CAMBRIDGE

The British Museum Code is used for the compilation of the dictionary card catalogue to the 37,000 volumes comprising this collection, and between 800 and 1,000 additions are received each year.

A printed catalogue of the Mary Frere Hebrew Collection is available.

#### NEWNHAM COLLEGE LIBRARY, CAMBRIDGE

The code of the University Library, Cambridge, is followed in compiling the author catalogue of the 36,000 volumes contained in this library, annual additions amounting to approximately 600 items. A classified shelf catalogue, arranged by a scheme, the numeration of which is based on Dewey, but is otherwise unorthodox, is also compiled, this being written in a folio folder. The author catalogue is made up of



curiously shaped cards, which are to be superseded by the standard 5 by 3 in. size. Cataloguing methods will also be revised, pagination being included and cross-references made, both of which features are now absent from the author catalogue. A typewritten list of rarer books is available, being arranged, 1. according to the locked cases in which the books are kept, and, 2. to illustrate important printing presses.

#### TRINITY COLLEGE LIBRARY, CAMBRIDGE

The rules employed in the cataloguing of this library are based on the British Museum, University of Cambridge, Anglo-American and London Library Codes. (This should make them as near perfection as possible.) An approximate stock of 105,000 volumes increases by 300 additions each year, and there are two persons devoted to cataloguing.

Cards are used for the author catalogue, and details in the entries increase with the age of the material. Only books dated before 1830 have format (i.e., fo. 4to, 8vo, etc.), indicated, while books before 1700 are given much fuller bibliographical treatment. The printed catalogues of this library are included in the following lists.

#### CATALOGUES OF PRINTED BOOKS IN CAMBRIDGE UNIVERSITY AND COLLEGE LIBRARIES

BARTHOLOMEW, A. T. Catalogue of the J. W. Clark Collection of Books and Papers for the most part relating to the University, Town and County of Cambridge. 1912.

BILDERBECK, J. B. St. Catherine's College. Early printed books. 1911.

BROWNE, E. G. A Hand-list of the Gibb Collection of Turkish and other books. 1906.

GASELEE, SIR S. Corpus Christi College. Early printed books. 1921.

- GILES, H. A. A Catalogue of the Wade Collection of Chinese and Manchu Books. 1898. Supplement, 1915.
- GREGG, W. W. Trinity College. Capell's Shakespeariana. Catalogue of the books presented by Edward Capell. 1903.
- QUEENS' COLLEGE. Early printed books to the year 1500. 1910.
- SCHNEIDER, G. A. Gonville and Caius College. Incunabula. 1928.
- TRINITY HALL. Early printed books to the year 1500. 1909.

CATALOGUES OF MANUSCRIPTS IN CAMBRIDGE UNIVERSITY  
LIBRARY

- BROWNE, E. G. Catalogue of Persian manuscripts. 1896.
- BROWNE, E. G. Hand-list of Muhammadan manuscripts. 1900. Supplement, 1922.
- WRIGHT, W. and COOK, S. A. Catalogue of the Syriac manuscripts. 2 vols. 1901.

DESCRIPTIVE CATALOGUES OF MANUSCRIPTS IN THE COLLEGE  
LIBRARIES. BY M. R. JAMES

- Christ's College. Western manuscripts. 1905.
- Clare College. Western manuscripts. 1905.
- Corpus Christi College. 2 vols. 1912.
- Emmanuel College. Western manuscripts. 1904.
- Gonville and Caius College. 2 vols. 1907-8. Supplement, 1914.
- Jesus College. 1895.
- King's College. 1895.
- Magdalene College. 1909.
- Pembroke College. With hand-list of incunabula. By E. H. Minns. 1905.
- Peterhouse. Historical introduction by J. W. Clark. 1899.
- Queens' College. Western manuscripts. 1905.
- St. Catharine's College. 1926.
- St. John's College. 1913.
- Sidney Sussex College. 1895.

Trinity College. Western manuscripts. 4 vols. 1900-4.

Trinity Hall. 1907.

LOEWE, H. *Catalogue of the manuscripts in the Hebrew character collected and bequeathed to the Trinity College Library by the late William Aldis Wright.* 1926.

#### CATALOGUES OF BOOKS AND MANUSCRIPTS IN THE FITZWILLIAM MUSEUM

JAMES, M. R. *A descriptive catalogue of the McClean Collection of Manuscripts.* 1912.

JAMES, M. R. *A descriptive catalogue of the manuscripts in the Fitzwilliam Museum.* 1895.

SAYLE, C. E. *McClean Bequest. Catalogue of the early printed books bequeathed to the Museum by Frank McClean.* 1916.

SEARLE, W. G. *The illuminated manuscripts in the Library of the Fitzwilliam Museum.* 1897.

#### CITY OF LONDON COLLEGE LIBRARY

Approximately 11,000 volumes constitute the stock of this library, to which 500 are added every year.

The Anglo-American Code is used in the compilation of author and classified catalogues, the latter being arranged by the Dewey system. An alphabetical subject index to the classified catalogue is provided.

Printed reading lists on certain subjects are provided, these also being classified. Only surname, title, edition and date, followed by classification number are given in these lists.

#### DURHAM UNIVERSITY LIBRARY

This library has been undergoing the process of re-cataloguing for some time, the code used being substantially that used at Trinity College, Cambridge. Both author and classified catalogues are compiled to the stock of 60,000 items, annual additions amounting

to an average of 1,500 volumes. The author catalogue is in sheaf form, while the classified entries are made on cards. A modified scheme of Dewey is used for the arrangement of modern books, and for the classified catalogue.

#### EDINBURGH UNIVERSITY LIBRARY

Printed books total 420,000, and are increasing at the rate of 6,000 each year in this library, where the Anglo-American Code of cataloguing is in use, with occasional modifications.

Author and subject catalogues are compiled, the latter covering only books printed from 1915 onwards. The published *Catalogue of the printed books in the Library of the University of Edinburgh*, 3 vols., 1918-23, is supplemented by a "List of additions . . ." that has been published annually since 1922. A sheaf catalogue is provided to keep the material strictly up to date.

#### UNIVERSITY COLLEGE OF THE SOUTH-WEST, EXETER

A dictionary card catalogue compiled according to a code usually in agreement with the Anglo-American is provided to the 37,000 volumes housed in the Library attached to this College, the stock of which increases by *circa* 1,000 books annually.

Entries are made on cards, while a duplicated catalogue of periodicals has been prepared and circulated to the librarians of all British universities.

#### THE LIBRARY OF UNIVERSITY COLLEGE, HULL

The Anglo-American Code with unimportant modifications is used to catalogue the 75,000 volumes and 3,500 annual additions, forming the stock of this library.

Cards are used for the author catalogue and the classified shelf-list, arranged according to the Library of Congress scheme of classification, is also available for readers.

#### UNIVERSITY OF LEEDS, BROTHERTON LIBRARY

This library has a stock of about 250,000 items, to which 5,000 books and 3,000 pamphlets are annually added. These are included in an author sheaf catalogue to which there is a subject card index. The code followed was originally based on those in use at the British Museum, and the John Rylands Library, and the following rules are of special interest. A work which forms part of a series (other than a publisher's series) has two full entries, one under the name of the series, and the other under the name of the author of the individual work, thus:

(A) MONUMENTA GERMANIÆ PÆDAGOGICA

Band 53.

Geschichte der realistischen Lehranstalten  
in Bayern. Von Franz Zwerger.

pp. XX, 463.

la. 8°. Berlin, *Weidmann*, 1914.

(B) ZWERGER (Franz).

Geschichte der realistischen Lehranstalten  
in Bayern. pp. XX, 463.

*In.*

MONUMENTA GERMANIÆ PÆDAGOGICA.

Band 53.

la. 8°. Berlin, *Weidmann*, 1914.

Series of books published by a society, etc., are treated in the same way, the series entry being under the name of the society.

A society is entered under its earliest name, as are also periodicals. Universities are brought together under the heading UNIVERSITIES.

A main entry contains the following particulars in the order given:

Heading (author, etc.), title, edition, number of pages and plates, name and number of the series (i.e., a publisher's series) underlined, and the imprint, consisting of number of volumes, size, i.e., 8° etc.), town of publication, name of publisher underlined, date of publication. Bibliographical notes, if required, are added in red at the foot of the slip.

#### UNIVERSITY OF LIVERPOOL LIBRARY

The stock of 200,000 volumes to which approximately 4,500 are added *per annum*, is catalogued according to the British Museum Code, with certain modifications. The author catalogue consists of printed slips pasted onto cards, bearing details as given in the British Museum Catalogue. Current periodicals appear in a separate hand-list, and not in the general catalogue.

#### KING'S COLLEGE LIBRARY, NEWCASTLE-UPON-TYNE

Author and classified catalogues are provided to the 132,768 volumes and 38,727 pamphlets housed at this College, and are compiled according to the Anglo-American Code. The entries containing the usual details are made on cards, the classified catalogue being arranged according to the Dewey scheme. Two cataloguers deal with the 5,000 items received annually.

#### THE LIBRARY, UNIVERSITY COLLEGE, NOTTINGHAM

With a stock of 58,000 volumes to which approximately 3,000 are added yearly, this library compiles author and classified catalogues. The latter consists of main subjects, which are subdivided and arranged in alphabetical order. Suitable references are provided,

guiding readers to the appropriate main heading. This catalogue is in sheaf form, while the entries for authors are typed onto cards. Separate catalogues are provided for special collections, such as, the Scott Pælonological Collection, French Revolution Collection, Parliamentary Papers, and cards for pamphlets are also filed separately.

#### SELY OAK COLLEGES LIBRARY

Between fifteen hundred and two thousand volumes are added annually to the stock of this library, which now numbers 40,000 items.

The Anglo-American Code with modifications of detail is used in the compilation of the author and classified catalogues, the latter being arranged according to the Dewey scheme of classification extensively modified.

The catalogue entries are made on cards, and a sample main entry is given by kind permission of the Librarian (p. 55).

The notes at the bottom of the card are typed in red ink, and the absence of pagination should also be noted.

Printed catalogues of the manuscripts are available.

#### UNIVERSITY COLLEGE OF SWANSEA LIBRARY

Approximately 2,000 items are added annually to the 45,000 volumes comprising this collection. The author catalogue is on cards, and compiled according to the Anglo-American Code. Classified shelf lists arranged on a decimal scheme similar to Dewey, but having lettered main divisions corresponding to the departments of the College, are available to readers upon application. From this, a classified catalogue will be compiled in sheaf form, for general use.

281.8

ISHO'Y ABH IV, *Nestorian Patriarch*

Nestorian questions on the administration of the Eucharist. [Syriac text from MS. Mingana Syriac 566 A & C, edited with English translation by] William Cornelis van Unnik.

la. 8°, Haarlem, *Enschedé*, [1937].

Leyden D. D. thesis.

Also attributed to George Bishop of Mosul & Arbela.







CATALOGUING FOR MEDICAL AND  
SCIENTIFIC LIBRARIES

## NOTES

## CHAPTER V

### CATALOGUING FOR MEDICAL AND SCIENTIFIC LIBRARIES

LIBRARIES classified under this category can be divided into the following groups: (1) Medical school libraries, (2) Libraries of medical and scientific societies, (3) Libraries attached to research institutions. The scope of each of these differs to a certain extent, and each library to be considered here has individual characteristics, as indeed, does every library.

Medical school libraries usually function under the auspices of a university, and are generally attached to a hospital. This latter qualification is necessary in order that students may obtain the necessary clinical experience, but it sometimes happens that the pre-medical subjects are taken at a university, students then proceeding to a hospital medical school for more advanced study. In London, the medical schools usually cater for both types of students, although they may be separated, the juniors occupying another building, complete with library, as at St. Bartholomew's Hospital Medical College. (See Chapter VI.)

Generally speaking, the medical school libraries in London have been neglected to a considerable extent. In many cases, there has been no librarian, except perhaps an honorary one, he being a member of the teaching staff, and the books have been dealt with in a fashion not deemed likely to make the collection as

valuable to staff or students as it might be. Closed access is common, and intending readers have had to consult clerical assistants when requiring books, in the absence of a library staff. Catalogues have been non-existent in several libraries, and others, compiled by persons with no knowledge of the subject, exist as examples of how catalogues should not be compiled.

Under these conditions neither teaching staff nor students have been able to appreciate the value of a carefully arranged collection of books. Of recent years, certain medical schools have commenced to remedy this state of affairs, and where this has begun with the appointment of a qualified librarian, the results have speedily repaid those concerned. But unfortunately there are still several libraries of this type, spending money upon the purchase of books, from which no one receives full value, owing to badly equipped collections.

In London, some medical schools devote the libraries almost entirely to the use of the students, as the staffs use the Royal Society of Medicine, British Medical Association, or some such institution to which they belong. Others cater for both types of readers, and in most medical school libraries one finds three groups of literature, standard textbooks for the students, reference books, advanced literature and periodicals for the research worker, and older works and historical matter for the medical historian.

Medical and scientific societies, such as the Royal College of Surgeons, the Royal Society and the two mentioned above, are usually restricted to the use of members. Elementary textbooks can be disregarded, but the other types of literature enumerated above must be included. Where books are issued for home reading, duplicate copies are necessary, and these libraries, being supported by subscriptions, can often afford to stock

volumes beyond the reach of medical school libraries. Many of these older libraries are rich in historical material, having in some cases received gifts of valuable collections.

Research institutions represent the third type of medical and scientific library. Like the business and technical libraries they must stock the most recent information, and periodical literature forms the most important section of these libraries. Bibliographical works of reference are invaluable, as before embarking upon research, one must determine what has previously been accomplished in the subject, while monographs represent another feature that must form part of any library attached to a research institution.

The cataloguing of medical and scientific collections has been accomplished with varying degrees of success in different libraries. Unfortunately, in many cases this has been done by inexperienced hands with the obvious results. Where qualified librarians have been appointed they have had to face the difficulty of re-cataloguing the entire stocks. This has had to be done gradually, perhaps by dealing with the stock in chronological order so that all recent works may first be properly dealt with, or by taking special collections and cataloguing them in order of importance, in addition to cataloguing new additions by an orthodox method.

In most of these libraries, card catalogues are used, and some publish printed catalogues of the entire library, of special collections, or of periodicals. Here, cards are used to supplement the catalogues that must quickly become out of date, although they are of great value. In printed form, catalogues or lists can be circulated to the staff and those interested, while in those libraries where discarding is rarely, if ever, resorted to, they frequently indicate the whereabouts of

rare material. Owing to the prohibitive cost, catalogues of these libraries are now seldom printed, but select lists and catalogues of periodicals are still produced.

The sheaf catalogue has seldom been introduced into these libraries, which are frequently old, and in many cases exist in almost the same state as when built, only the stock being added to. Its value is beginning to be appreciated and the appointment of trained librarians must result in its introduction into this type of library.

Very few libraries provide only an author catalogue of the stock, most compiling subject entries and either amalgamating author and subject entries to form a dictionary catalogue, or providing two alphabetical arrangements. Classified catalogues are rare, in fact at least as far as medical schools are concerned, very few of these libraries are arranged by any recognised scheme of classification,<sup>1</sup> and there is little value in a classified catalogue where the books are not so treated.

Details to be found in the catalogue entries vary, and it is economical to divide the literature into groups, giving different attention to each. For the use of students, author, title, edition and date are the only real necessities, and any additional information can be considered as wasted. Books of more lasting interest demand fuller treatment, and the presence of bibliographies, tables and illustrations should be indicated on cards likely to be consulted by research workers. Older books should receive fuller treatment, and in many libraries the greater the age of the book, the more detail included on the appropriate catalogue entries.

Analytical cataloguing is of great value, particularly in the case of material not covered by the periodical bibliographies, which in any case appear months after

<sup>1</sup> See Classification or fixed location in special libraries. *Library World*, 40, 1938, p. 256.

the articles dealt with. The late W. R. B. Prideaux stressed this need for analytical cataloguing in special libraries, in a stimulating article.<sup>1</sup>

Medical and scientific libraries should be maintained as examples of up-to-date library methods. Time is such an important feature in research work that it is essential for information to be available as quickly as possible. The provision of carefully compiled catalogues guided in a suitable manner, enhance the value of any collection of books, and in these libraries especially, the keys to the literature are of primary importance. Unfortunately many libraries of this type are hampered by lack of staff, due to insufficient funds, several having only one person on the library staff. The absolute minimum should be two to any average size medical school containing one library, and there is usually enough work for several assistants, especially where collections are being reorganised.

<sup>1</sup> The analytical cataloguing of periodicals: an introductory survey. *Library Association Record*, N.S. 5, 1927, pp. 179-82.





CATALOGUING AT ST. BARTHOLOMEW'S  
HOSPITAL MEDICAL COLLEGE

## NOTES

## CHAPTER VI

### ST. BARTHOLOMEW'S HOSPITAL MEDICAL COLLEGE, LONDON

ATTACHED to the oldest London hospital this library is representative of medical school libraries at the present time. Despite the great age of its parent institution, it contains very few ancient volumes, for although a library has been in existence for centuries, its stock has suffered considerably, notably during the dissolution of the monasteries.

The library as now constituted, has as its basis the library of the Medical and Philosophical Society of St. Bartholomew's, which came into existence in 1799-1800. This was a lending library for subscribers, and continued to be, until the erection in 1879 of the building in which the library is now situated. Many improvements have been introduced since that date, such as the installation of electric light, and heating apparatus, but the fabric and furnishings remain unaltered. A branch library was opened a few years ago at Charterhouse Square, where pre-medical subjects are studied.

This library has the advantage of many similar libraries in the fact that it has for many years been under the control of full-time librarians. Despite the fact that they have had extra-library duties to perform, they have supervised the library in a practical manner, and at the present time the library is catalogued and

arranged in the manner considered appropriate at the beginning of the century. In conjunction with the extensive knowledge of medical literature experienced by the present Librarian, the organisation functions extremely well, despite the fact that overcrowding has in many instances resulted in the allocation of two rows of books to each shelf!

Two printed catalogues of the Hospital Library have been issued, one in 1865, and the last in 1893. Both are author catalogues, and are not notable for accuracy, arrangement, or cataloguing methods. For example, a portion of the entries for periodicals, which are scattered throughout the catalogue, reads as follows :

(JOURNAL, ANDERSON'S.) Anderson's Quarterly Journal of the Medical Sciences. See JOURNAL, *Quarterly*, Anderson's.

(JOURNAL, (CHIRURGIE.) (Chirurgie.) Journal der Chirurgie und Augen—Heilkunde. . . .

(JOURNAL, LITERATURE.) The Quarterly Journal of Literature, Science and the Arts. . . .

In addition, the method of alphabetisation is erratic, as this example indicates:

SMITH (J. Denham).

SMITH (John Gordon).

SMITH (J. Lewis).

It is probable that with the reorganisation of the library, the entire stock will be re-catalogued, although in the existing circumstances it is very difficult to commence the task, largely owing to lack of space, but work has begun upon the periodicals, and a comprehensive list is nearing completion. The rules followed in the cataloguing of journals and serial publications are those advanced in Chapter XXII.

BOYD (William).

A text-book of pathology; an introduction to medicine. . . . Third edition. . . .

1938



Author Entry.

PATHOLOGY.

1938

BOYD (William).

A text-book of pathology. . . . Third edition.  
1938.



Subject Entry.

At the present time there are roughly 25,000 volumes to which there are two card catalogues, author and subject. These were formerly amalgamated in one alphabetical sequence, salmon-coloured cards being used for the subject entries. When the catalogue was being overhauled, it was found necessary to divide the two forms of entry, and it is considered of much more advantage to have two sequences of cards. One either desires to see what books by a certain author are stocked, or on a given subject, and consultation is facilitated if the entries are separated. Furthermore, the guiding of the entries and the preservation of alphabetical order are more easily effected under these circumstances. The author catalogue is more correctly described as a "name" catalogue, as it includes references to biographical material, and society and corporate body headings.

The subject catalogue is arranged alphabetically according to the subjects, references being made from special headings to more general and to related subjects. Unfortunately the headings are not standardised, and there is a large amount of material scattered throughout the catalogue under synonymous terms, and sometimes duplicated under these headings. These are not always linked up by "see also" references, the result being that material is frequently overlooked. Change in terminology also affects libraries with old books and catalogues, as the names appearing in titles of medical books in particular, published fifty years ago, may mean nothing to present-day students.

The cards were formerly arranged alphabetically by authors under each subject. This meant that under headings such as, for instance, ANATOMY, persons desiring to obtain the latest work on the subject would have to consult hundreds of cards. These entries have



been re-arranged in chronological order, so that the latest works appear at the end, and the entries are in order of historical importance. This method is appreciated by the students, and those in search of historical material.

As far as possible the subjects are subdivided as:

ANATOMY,  
ANATOMY, Applied  
ANATOMY, Comparative  
ANATOMY, Pathological  
ANATOMY, Surgical.

References are made from APPLIED ANATOMY, COMPARATIVE ANATOMY, etc., and in all cases references are made from such headings under which persons using the catalogue may look, to the headings adopted. OPHTHALMOLOGY is used in preference to EYE, PEDIATRICS instead of CHILDREN, and DERMATOLOGY rather than SKIN, as befits a specialist library devoted to medicine.

Subject catalogues are of great value, for one can disregard the book as a concrete object, and place it under all the subjects with which it deals, and how many volumes can be said to be devoted exclusively to one subject? The catalogue of subject entries shows a complete list of works on each subject, whereas the volumes themselves are either scattered among the cases, or some of them are in use when required. Furthermore, it is not always possible, or even desirable, to shelve books of the last century with current textbooks, but in the subject catalogue both the student and the historian are provided for.

Re-cataloguing usually necessitates a revision of the cataloguing code, or in a library where none has previously existed, the introduction of rules that will

PHILOSOPHICAL TRANSACTIONS OF THE ROYAL SOCIETY  
OF LONDON.

Vol. 80-127; 129-149; 154-174; Series B, 196-201.

fol., 1790-1910.

[Most vols. bound in 2-4 pts.]



## PROCEEDINGS OF THE ROYAL SOCIETY OF LONDON.

Vol. 9-50; 52-75. [Then divided into:—]

Series A, Vol. 76-81, 1905-8.

„ B, Vol. 76-87, 1905-14.

1857-1914.



standardise entries. It is probable that the Anglo-American Code will be followed, with the following modifications:

Rule 40, relating to change of name. The American alternative to be adopted, and entries made under latest form, unless this is not used by the author. It is conceivable that, having built up a reputation as a scientific writer, a person may adhere to a previous name when appearing in print, although otherwise identified by a more recent one.

Rule 41, relating to married women. The same as for Rule 40. In this case it is very often found that a medical or scientific writer prefers to write under her maiden name, having made contributions to knowledge previous to marriage.

Rule 115, relating to initials appearing in place of authors' names. The Anglo-American Code advises that the entry should be made under the title, but preference is given to the British Museum Rule 12, and the Bodleian Rule 13, both of which advocate entry under the initial presumed to be that of the surname.

Rule 121, relating to change of title in periodicals. The American alternative to be adopted, and entry made under the latest form; this is in agreement with the Bodleian Rule 21. Cross-references will be supplied freely, but it is considered essential that medical and scientific library catalogues should supply the latest information to research workers, and entries should be made under the latest name, or title in the case of periodicals.

Medical libraries have an excellent list of subject headings that can be followed with profit, in the *Index-Catalogue of the Library of the Surgeon-General's Office, United States Army* (*Army Medical*

*Library*), known familiarly as the *Surgeon-General*. This is a monumental work, and constitutes the catalogue of the largest medical library in the world. The fourth series commenced publication in 1936.

In an endeavour to facilitate as far as possible the cataloguing methods in a library devoted almost entirely to students, it is proposed to include only the essential details on the entries. The following are examples of proposed author and subject entries.

Place of publication is only to be included if not London, and the older the publication, the fuller the information contained on the catalogue entries. Very few persons desire to know how many pages there are in a volume, except perhaps to compare the number with that of a previous edition, for this detail gives little idea of the matter contained in a work, and is in fact frequently deceiving. In addition, the size is only indicated if not 8vo.

Details of plates, portraits, bibliographies, etc., are only noted if of outstanding importance, for most users of the catalogue know the medical subjects that positively demand illustration, and absence of plates is more worthy of note than the reverse.

Periodical entries appear as on pp. 73-4, 77.

It is conceivable that the revised edition of the Anglo-American Code will render most of the above deviations unnecessary, although it is improbable that drastic changes will be introduced.

The simplified entries as recorded here have been evolved in an attempt to simplify as far as possible the use of the catalogue, to restrict the details given to those that are absolutely necessary and likely to be of use to readers, and to make the catalogue a tool to be appreciated by those that use it. This by no means implies the sacrifice of accuracy, but is merely the

ROYAL SOCIETY OF LONDON.

*See,*

PHILOSOPHICAL TRANSACTIONS OF THE  
ROYAL SOCIETY OF LONDON.

PROCEEDINGS OF THE ROYAL SOCIETY  
OF LONDON.



Entry for Society. These are arranged with the Periodical Entries.

exclusion of many details considered necessary in a bibliographical tool, but superfluous in a library used almost exclusively by students.

All the information not recorded in the catalogue can be obtained from the books themselves (which is the correct source of this information, and research workers should be discouraged from taking particulars for references from catalogues, even though compiled by trained librarians!), or from the numerous bibliographical sources available.

CATALOGUING AT THE LONDON SCHOOL  
OF HYGIENE AND TROPICAL MEDICINE,  
AND THE ROYAL COLLEGE OF SURGEONS  
OF ENGLAND



## NOTES

## CHAPTER VII

### LONDON SCHOOL OF HYGIENE AND TROPICAL MEDICINE LIBRARY

THIS library was formed in 1921 by the fusion of the libraries belonging to the London School of Tropical Medicine and the Tropical Diseases Bureau, now the Bureau of Hygiene and Tropical Diseases. The collection has grown considerably since that date, and its scope extended to include all the subjects taught in the School, which include bacteriology, hygiene, entomology, helminthology, industrial physiology and psychology, in addition to tropical medicine and parasitology.

Students and research workers are catered for in this highly specialised library, necessitating a stock of standard textbooks, periodicals, and Government publications (colonial literature being strongly represented), together with the enormous number of pamphlets and reprints that every scientific library has to deal with. Actually there are about 29,000 pamphlets, as compared with 26,000 books, the latter increasing at the rate of 400 a year, excluding periodical publications.

The Anglo-American Cataloguing Code is used, with very few modifications, which actually amount to amplifications, and in many cases follow those advocated by Dr. Wilfred Bonser.<sup>1</sup> Authors and subjects

<sup>1</sup> Emendations to the Anglo-American Code of Cataloguing Rules. *Library Association Record*, 4th ser., 2, 1935, pp. 58-60.

are combined in a dictionary card catalogue, and entries are arranged chronologically so that the most recent information is readily accessible. A sheaf catalogue, which is mimeographed, classified by the Barnard *Classification for medical libraries*, 1936, devised by the Librarian of the London School of Hygiene, is in preparation. Three parts have been issued, and slips are made for all new books for inclusion in this catalogue. It is circulated to the members of the scientific staff, and constitutes a most useful guide to the literature, this being arranged by the same scheme of classification as are the books.

Reprints from periodicals not taken by the library are catalogued and entries included with those for books, while others are listed on cards in a separate alphabet. Author, date, and accession number only are included on each card, and details are supplied on reference to the accessions register. The pamphlets themselves are filed with the periodicals from which they are reprinted, and frequently prevent a volume being removed from the library for the sake of one article contained therein.

Full details are included on the cataloguing entries, and if bibliographies and illustrations are important features of the publications, this fact is noted. Place of publication is omitted if London for English, or Paris for French publications.

A printed *Hand-list of periodicals in the Library*, 2nd edit., 1933, is published, entries being made under titles, and arranged according to the *World list of scientific periodicals* . . . 1925-7. Annual reports and calendars are not included, but an index of societies and institutions is given at the end. The number of the entry in the *World list* for each periodical is given preceding the title.

The value of periodicals (of which over 400 are current), to the research workers at the School is such that a printed list of new arrivals is circulated daily, giving the number of the journal in the periodical catalogue, followed by its title.

Two monthly lists of additions to the library are also circulated, one devoted to books, and the other to pamphlets and reports. These services enhance the value of the Library, by bringing to the attention of the scientific staff the material in which they are interested that is available on the premises.

This interesting library is particularly noteworthy, for despite a checkered early career, it removed to its new quarters in Keppel Street in 1929. This resulted in the reorganisation of the collection, and a visit to it repays any librarian interested in modern methods of librarianship. It should be recorded that new students are given instruction in the use of the library, a custom that is rarely encountered, but which could be introduced into all university, college, scientific and technical libraries, to advantage.

#### SOURCES OF INFORMATION

BARNARD, C. C. The Library of the London School of Hygiene and Tropical Medicine (Résumé of paper read at meeting of the London and Home Counties Branch of the Library Association, with photograph). *Library Association Record*, 3rd ser., 2, 1932, pp. 147-50.

LONDON SCHOOL OF HYGIENE AND TROPICAL MEDICINE.  
Report on the work of the School, 1936-7.

ROYAL COLLEGE OF SURGEONS OF ENGLAND LIBRARY,  
LONDON

As one of the most progressive medical libraries in Great Britain, this library presents numerous features that are of special interest to cataloguers. Its stock of

100,000 volumes represents a comprehensive collection of literature devoted to medicine and surgery, while a unique collection of manuscripts by medical men is also housed in this College. An approximate estimate of 1,000 volumes, including periodicals, is added annually, and 250 periodicals are current.

The system of cataloguing in use is that of the United States Army Medical Library as published in what is commonly known as the *Surgeon-General's Catalogue*. This monumental work is of great value to librarians of medical libraries, and the subject headings employed therein can be used to advantage in the absence of any modern equivalent published in this country.

The first author catalogue of the library was issued in 1831, and was followed by a classified catalogue in 1843. This had no author index and was not used to any extent.

A dictionary catalogue is available in card form for books and pamphlets, the latter forming a considerable collection in this, as in most medical and scientific libraries. Fullest details are provided on the main card, the name of the printer being given if the work was published before 1700. Reprints from periodicals are only catalogued if from journals not taken in the library.

A printed *List of the transactions, periodicals and memoirs in the Library of the Royal College of Surgeons of England, Second edition, 1931*, is published, being kept up to date in a "pasted-down" ledger. These publications are not included in the card catalogue.

In this list, of which the first edition appeared in 1890, periodicals are arranged under the first word (not an article) of their titles. Transactions and proceedings of societies are found under the names of the

societies, while where the name of a town is part of the title of a society or academy, a cross-reference will be found under the name of the town. Editors' names are excluded except to distinguish sets with similar titles, and periodicals in progress are noted by dates being left blank. For example:

ROYAL SOCIETY OF ARTS:

Transactions. Vols. 1-55. 8vo. London, 1783-1845.

Journal 1860— 8vo. ib., 1860—

Alphabetisation follows the arrangement in the *World list of scientific periodicals*, and is rather difficult to follow for those unaccustomed to the use of that bibliographical tool. For instance, information might easily be overlooked by a person looking down the list in which the entries are arranged as,

Journal de médecine vétérinaire théorique et pratique.

Journal médical de la Gironde.

Journal de Pharmacie et de Chimie.

Journal de Physiologie expérimentale, . . .

Journal de la Physiologie de l'Homme, . . .

Journal de Physiologie et de Pathologie générale.

Journal de Physique.

Journal pratique de médecine vétérinaire.

Journal des Prisons. . . .

A printed *Catalogue of manuscripts in the Library of the Royal College of Surgeons of England*, 1928, compiled by a former Librarian, the late Victor G. Plarr, is also published, and contains much valuable material. In addition, a detailed list of incunabula in the Library is published in *Annals of Medical History*, N.S., Vol. 3, 1931, pp. 674-6.

The Librarian, Mr. W. R. Le Fanu, has compiled a chronological list of British medical periodicals which

is in course of publication, and to him the writer is indebted for information when visiting the library at his invitation.

#### SOURCES OF INFORMATION

- BAILEY, J. B. The Library of the Royal College of Surgeons of England. *The Library*, 1, 1889, pp. 249-61.
- LE FANU, W. R. The Library of the Royal College of Surgeons of England. *Bulletin of the Medical Library Association*, 25, 1937, p. 233 [Not seen].
- PLARR, V. G. The catalogue of the Library of the Royal College of Surgeons of England. *Dublin Journal of Medical Science*, 130, 1910, pp. 352-67.

CATALOGUING IN OTHER MEDICAL AND  
SCIENTIFIC LIBRARIES



## NOTES

## CHAPTER VIII

### THE WILLS LIBRARY, MEDICAL SCHOOL, GUY'S HOSPITAL, LONDON

APPROXIMATELY 15,000 volumes, including periodicals, constitute the stock of this library. Annual additions amount to about 140 volumes, exclusive of gifts. No special code is used but the sample entries on pp. 90-1 indicate the details included.

Cards are used for the catalogue, and this includes author and main subject headings. A separate section is provided for periodicals, and current publications are again separated from those no longer received; reports, transactions, congresses, calendars, directories, and collected papers are also collected together. The Guy's Men Collection is again separated (but with an author entry in the main catalogue), as are also the Davies-Colley Collection, and the old and rare books (i.e., those published before 1800).

A list of the periodicals, including those taken by the Departmental Libraries, has been printed, and a section of this is included on p. 92. Those in heavy type are current; the letters before the titles indicate the libraries in which the journals are taken. It will be seen that periodicals published by societies are usually entered under the name of the societies, no references being given from the titles.

BEAUMONT (G. E.)

Medicine. Essentials for practitioners and students. 3rd edn. 74 illus.

8vo. 9 $\frac{1}{2}$

pp. xviii. 780

also 2nd edn. 1935. la.

1st edn. 1932. la.

Reference

Churchill.

1937



Author Entry.

CHILDREN	Reference
SHELDON (WILFRID)	
Diseases of Infancy and Childhood. With a Foreword by Sir Frederick Still. 2nd edn.	
9	Churchill. 1938
also 1st edn. 1936. 19b.	

Subject Entry.

- |   |       |  |
|---|-------|--|
| <b>Quarterly Cumulative Index to Current Medical Literature</b><br>(continuation of Index Medicus). |       | <b>Royal Society. Proceedings.</b>                                 |
| W. L. Vol. 1, 1927—   | Chem. | A. Mathematical and Physical Sciences.<br>B. Biological Abstracts. |
| <b>Quarterly Journal of Medicine.</b>   | Chem. | <b>Royal Society of Arts.</b>                                      |
| W. L. Vol. 1, 1906—   |       | 1919—  |
| <b>Revue Medicale de Nancy</b><br>(continuation of <i>Revue Medicale de l'Est</i> ).                | Path. | <b>Society of Experimental Biology and Medicine. Proceedings.</b>  |
| W. L. Vol. 48, 1920—Vol. 63, 1935.<br>Vol. 64, 1936—  |       | 1936—  |
| <b>Revue Pathologie Comparée.</b>   | W. L. | <b>South African Journal of Medical Sciences.</b>                  |
| Bact. 1912.   |       | Vol. 1, 1936—  |
| <b>Royal Army Medical Corps, Journal.</b>   | W. L. | <b>Surgery, Gynæcology and Obstetrics.</b>                         |
| W. L. Vol. 1, 1903—   |       | Vol. 18, 1914—   |
| <b>Royal Naval Medical Service, Journal.</b>  | Path. | Tropical Diseases Bulletin.  |
| W. L. Vol. 1, 1915—   |       | Vol. 1, 1912—Vol. 25, 1925.  |
|   | W. L. | <b>Ulster Medical Journal.</b>                                     |
|   |       | Vol. 1, 1932—  |

Section of Periodical List, Wills Library, Guy's Hospital.

## CHEMICAL SOCIETY LIBRARY, LONDON

Founded in 1841 the Chemical Society Library contains an extremely useful collection of approximately 42,000 volumes devoted to the subject, including a large number of rare works on alchemy. About 1,000 books are added every year, and an adaptation of the British Museum Rules is followed in the compilation of the author and subject card catalogues. The last printed catalogue of the library was issued in 1903, but monthly and yearly lists of additions are published in the "Proceedings" of the Society, and these are cut up and pasted on cards to form the current catalogues.

Articles in periodicals are abstracted in the *British Chemical and Physiological Abstracts*.

## SOURCES OF FURTHER INFORMATION

- CLIFFORD, F. W. The Library of the Chemical Society. *Journal of the Society of Chemical Industry, Review*, 4, 1921, pp. 424-6.  
 —The Library of the Chemical Society. *Library World*, 18, 1915-16, pp. 228-31.

PHARMACEUTICAL SOCIETY OF GREAT BRITAIN LIBRARY,  
LONDON

Both author and classified catalogues are provided to this collection of 20,000 books and pamphlets, with 450 additions *per annum*. The Anglo-American Code is used, entries being on standard size cards. Periodicals are collected under the heading PERIODICALS as well as being distributed according to titles in the author catalogue, and the accession numbers of these volumes are entered on the backs of the catalogue cards.

The Universal Decimal Classification is employed

for the arrangement of the classified catalogue, and pamphlets are arranged alphabetically in the 08 and 082 sections.

Main entries are given in the author catalogue, and the pagination is omitted from entries in the classified catalogue. In 1911 an author catalogue containing a few subject headings was printed, since when none has been issued.

#### ROTHAMSTEAD EXPERIMENTAL STATION LIBRARY

Author and subject card catalogues are compiled for this collection of 25,000 volumes, to which 1,000 items are added annually. Full details are included in the entries, as is necessary in a library designed to meet the needs of a staff engaged in scientific research.

A printed catalogue to a collection of books dating from 1470 to 1840 has been issued, but cards are preferred where up-to-date information is essential, and must be quickly located.

#### ROYAL ENTOMOLOGICAL SOCIETY OF LONDON

The cataloguing code employed at the British Museum (Natural History) is used for the author catalogue to the 10,000 items housed at the above Society, and entries are made on cards. If available, a bibliographical annotation is included, in addition to the usual particulars, on the main entries. A printed catalogue is available for works in stock up to 1900.

#### ROYAL COLLEGE OF PHYSICIANS LIBRARY, LONDON

This library is primarily devoted to the history of medicine, and its use limited to Fellows, Members and Licentiates of the College. The collection is of great age, being mentioned in 1524, and it now consists of 52,000 books. Approximately 500 books and periodicals are acquired every year.

Cataloguing methods are similar to those employed in the London Library, with fewer abbreviations, and author entries with a subject index are provided for modern books. Accessions are pasted into the printed catalogue of the Library published in 1912, but a card author catalogue is in preparation. Separate catalogues are provided for incunabula, manuscripts, Arabic manuscripts, medical portraits, medical portraits in mezzotint, and autograph letters.

Details given in the entries are very full and include author with full Christian names, variants, illustrations, bibliography, place and date of publication, name of printer if published before 1640, with distinguishing marks if a thesis or tract.

The first catalogue of this library was printed in 1660, followed by a second in 1757 entitled "*Bibliothecæ Collegii Regalis Medicorum Londinensis Catalogus.*" The 1912 catalogue is in dictionary form, consisting of author and subject entries. Periodicals are not included. It is well compiled and produced, and is a mine of information to those interested in medical history and bibliography.

#### ROYAL COLLEGE OF PHYSICIANS OF EDINBURGH

Over 10,000 volumes constitute the stock of this library, to which 1,000 items are added yearly.

Author and subject catalogues are provided, the former having been printed in 1897. Entries are now made on cards, and only necessary details of author, title, size, edition, date and place of publication are included.

#### THE ROYAL SOCIETY LIBRARY, LONDON

The stock of this old-established library consists of approximately 140,000 books and periodicals, 50,000



manuscripts and manuscript letters, and 100,000 pamphlets. Annual additions amount to 2,000 volumes including periodicals, and the code in use for the cataloguing of this material is that which has been evolved in the library itself. Separate card catalogues of books and periodicals are compiled, both of which supplement printed catalogues. That devoted to books was issued in 1883, and the periodical catalogue in 1912.

#### ROYAL SOCIETY OF MEDICINE LIBRARY, LONDON

This is one of the largest medical libraries in existence, having a stock of 150,000 volumes, to which 3,500 are added annually. The Anglo-American Code with slight modifications is used for compiling the author card catalogue, to which there is also a subject index. Full details are given in the entries, especially particulars of bibliographies, portraits and other special features.

The *Catalogue of the library of the Royal Medical and Chirurgical Society*, 3 v., 1879, contains most of the early stock of the Royal Society of Medicine, as the collection formed the nucleus of this library when the societies were incorporated in 1907. Earlier printed catalogues of the society were issued in 1844 and 1856, while a subject index was printed in 1860. Also, nine supplements to the last printed catalogue were issued 1880-90.

#### ROYAL FACULTY OF PHYSICIANS AND SURGEONS OF GLASGOW

Author and dictionary and card and sheaf catalogues are apparently provided to the 250,000 volumes forming this collection, the annual increase amounting to 400 items. In addition, two printed catalogues cover works added up to 1901.

## LIVERPOOL MEDICAL INSTITUTION LIBRARY

With a stock of 22,000 volumes increasing at the rate of 100 additions annually, the Liverpool Medical Institution uses its own system of cataloguing. The dictionary catalogue is compiled of cards bearing usual particulars of author, title, edition, volumes, illustrations, place of publication together with date. The books are classified by the Barnard *Classification for medical libraries*, 1936, and it might prove of value to have a classified catalogue arranged by the same scheme.

ST. THOMAS'S HOSPITAL MEDICAL SCHOOL LIBRARY,  
LONDON

This library has recently undergone complete re-organisation, and the 11,000 volumes constituting the stock are catalogued according to Cutter's *Rules for a dictionary catalog*. Approximately 500 items are added annually, and there are 215 sets of periodicals, of which 140 are current.

The dictionary catalogue is compiled on cards, the specific subject headings corresponding to those in the *Quarterly Cumulative Index Medicus*.

A weekly Bulletin is issued by the Library and circulated to the Hospital and Medical School staff; this lists the more important papers in periodical literature. A stereotyped list of periodicals has been prepared, in which entries are arranged alphabetically by title. This is followed by place of publication if not included in the title, after which the abbreviated form of the title as used in the *World List of scientific periodicals* is given. These abbreviations have been adopted by many medical journals for use in lists of references, and should prove a useful feature to those using the lists.



CATALOGUING FOR LIBRARIES  
ATTACHED TO LEARNED SOCIETIES AND  
INSTITUTIONS

## NOTES

## CHAPTER IX

### CATALOGUING FOR LIBRARIES ATTACHED TO LEARNED SOCIETIES AND INSTITUTIONS

MOST societies and institutions possess libraries of some kind, but they are not all supervised by trained librarians, although frequently of sufficient size and importance to be so controlled. Of recent years the output of trained assistants having qualified by taking the Library Association or the School of Librarianship examinations, and the activity of these two bodies in procuring positions for librarians, have resulted in many libraries of this type appointing trained assistants, but there is still room for improvement in this direction.

Generally speaking, societies and institutions are supported by subscriptions, endowments, grants, etc., the use of their libraries being confined to members, but in London particularly there are several of the libraries under consideration open to all genuine students, introduction being required in certain cases; the Warburg Institute and the Royal Empire Society should be noted in this connection. This unselfish admission of outsiders to take advantage of unique collections, built up at great expense, is to be commended, and those libraries making certain of their books available through the National Central Library, not necessarily using the system for their own interest, also do a great service to education.

These libraries as a rule specialise in certain subjects, and this fact makes them of great value, as it is easier to make exhaustive collections of a few subjects than to cover the entire field of knowledge. The stocks are usually permanent, and as they cater for students, research workers and those in search of historical material, their catalogues should be as exhaustive as possible. As in most special libraries, features of greatest interest to the users must receive prominence. In art collections, the nature and number of the illustrations would be of importance, while the presence of maps, together with details of them, would be appreciated in a library devoted to geography and travel.

Where the books are merely used for reference, and the library not visited to a great extent, the provision of an author catalogue only has been found adequate, the arrangement of the books themselves being a guide to the subjects. More often, this is encountered together with subject or classified catalogues, as, for instance, analytical entries can be incorporated, these being of great importance in libraries devoted to special subjects.

The card form of catalogue predominates, but several of the larger libraries publish printed catalogues. That of the Royal Empire Society is an excellent example of a useful bibliographical tool, and the fact that it is printed makes it available to a wide public.

Societies and institutions publishing journals, etc., frequently make these the vehicles for the publication of catalogues. Recent additions are fully catalogued and printed in the appropriate organ for the benefit of subscribers. These lists are cut up, pasted on cards and filed to form the catalogues, and the idea has many advantages. Entries are likely to be neater and more correct than if written or typed, and are more

standardised. Details appear in the same position, and when pasted on cards, the catalogues so formed have in addition all the advantages of the card catalogue. Furthermore, the library itself does not have to bear the cost of printing.

Libraries attached to learned societies and institutions are of great bibliographical importance, and functioning in the hands of qualified persons their value is greatly enhanced. In certain cases it is essential that the librarians should possess intimate knowledge of the subjects collected, but it is obvious that the organisation of a collection of books in a manner best calculated to enable readers to obtain full advantage from it should be in the hands of a qualified librarian.

Inter-library loans through the National Central Library have made the stocks of several of these libraries available to a wide circle of readers, the catalogues of some being deposited with the National Central Library. If it were possible for these libraries to co-operate in the production of catalogue entries, or to obtain cards from a central body, they would be able to devote more time to the preparation of special bibliographies, and Chapter XXIII deals with this matter at some length.

Many of these libraries are still in a primitive state, owing to lack of trained supervision, but their numbers decrease annually, and one of the first duties of librarians in these institutions is to bring the catalogue up to date. Often this involves re-cataloguing the entire collection, but the trouble is rewarded by the production of an invaluable guide to the stock, a tool useful to readers, and to scholars in general if it is made available by being printed.





CATALOGUING AT THE ROYAL EMPIRE  
SOCIETY AND THE WARBURG INSTITUTE

## NOTES

## CHAPTER X

### THE ROYAL EMPIRE SOCIETY LIBRARY, LONDON

THE Royal Empire Society was founded in 1868 as the Royal Colonial Institute, being then situated in the Strand, but in 1936 it was removed to its present headquarters in Northumberland Avenue. Since its inception the library has grown rapidly in size and importance, and to-day it boasts a stock of 250,000 volumes and pamphlets. These are added to at the rate of approximately 6,000 annually, two members of the staff devoting their time to the cataloguing of these additions.

The library consists of a unique collection of material relating to the Overseas British Empire, comprised of an extensive stock of Government publications (both home and colonial), numerous current newspapers, and a mass of pamphlet literature, in addition to books. The cataloguing difficulties are intensified by the prevalence of Oriental literature, and the problem of Eastern names with their varied spellings. In a library of this type it is difficult to adopt any particular cataloguing code as it stands, and the modifications introduced here are chiefly those necessitated by these two factors.

The card catalogue consists of author, subject and title entries, of which the subject entries are particularly noteworthy. They are arranged under geographical headings, and then subdivided into subjects, e.g.,

62	Canada		
62 C	„	History	
62 C1	„	„	Early to 1759
62 C2	„	„	1759-83
62 C26	„	„	„ Quebec Act.
8	Australia		
85	„	Victoria	
85 C	„	„	History, etc.
86	„	New South Wales, etc.	

The classification numbers appear at the left-hand side, and the scheme in its entirety is of great interest.

In addition to the provision of the card catalogue, printed catalogues were published in 1881, 1886, 1895, 1901, and the current catalogue is worthy of notice as being a very complete bibliography of works dealing with the Overseas Empire, for it includes articles in periodicals, in addition to books. *The Subject catalogue of the Library of the Royal Empire Society, formerly Royal Colonial Institute, By Evans Lewin, 1930-8*, is arranged geographically and then chronologically, so that the latest information is readily available. The four volumes published to date cover Africa, Australia and New Zealand, Canada and the West Indies, and India and the East respectively, and it is hoped to publish a fifth volume devoted to Biography, the Great War, and including a supplement bringing the catalogue up to date.

The compiler has put utility before uniformity, and avoided cross-references wherever possible. Nevertheless, the entries are full, the following details being given: Full names of authors; date of birth and death; offices held; pp., maps, portraits, illustrations, bibliographies, etc., in addition to particulars of place of publication and date. There are also very full details

of the authors in the author indexes to the volumes, making the catalogue a most useful bibliographical tool, and a veritable mine of information for those interested in the development of the Empire.

Newspapers, magazines and other periodical literature form an important part of this library. Everything that is likely to be of value is catalogued and analytical cataloguing enhances the value of this library, and of its printed catalogue. It is interesting to record that the newspapers are deposited in the British Museum after a certain period, for the storage of these would seriously hamper the development of any other than a national library.

A printed *List of newspapers, magazines, and other periodicals taken in at the Royal Empire Society, 1935*, is available, in which they are grouped according to subjects, but only titles, places of publication, and letters D, W or M to denote daily, weekly or monthly respectively, are given. This includes approximately 1,000 items. Lists of recent additions, including periodical publications, are included in the stereotyped *Library Notes* which is produced at intervals.

The Library of the Royal Empire Society serves as an information bureau to its Fellows, and the preparation of reading lists and specialist bibliographies, several of which are issued in printed form, enhance the value of the collection. It is interesting to note that all *bona-fide* students are permitted to make use of the library, and that it is an outlier library of the National Central Library.

#### SOURCES OF FURTHER INFORMATION

LEWIN, EVANS. The Library of the Royal Empire Society: unique collection of literature: Africana section. (*Stereotyped. From the "Cape Times," February 3, 1938.*)

VARLEY, DOUGLAS H. The Library of the Royal Empire Society. *Library Association Record*, 38, 1936, pp. 600-3. [Photograph.]

—The Library of the Royal Empire Society. "*ASLIB Information*," June, 1937.

### THE WARBURG INSTITUTE LIBRARY, LONDON

Founded by A. Warburg, this was originally a private library, and has experienced many changes of address and the inconveniences attendant upon the removal of large collections of books. Until recently the Institute was situated in Thames House, Millbank, but has removed to South Kensington where it is to occupy a part of the building now occupied by the University of London Library.

Its scope is the tracing of Greek and Roman tradition in past-classical civilisation, which gives the library an enormous field to cover. The stock consists of approximately 85,000 volumes, to which 2,000 are added annually. It is divided into four sections: 1, Religion, Natural Science, and Philosophy; 2, Language and Literature; 3, Fine Arts; 4, Social and Political Life.

In addition to books, a large collection of photographs is maintained, and one full-time and two part-time assistants are engaged mainly in cataloguing.

The cataloguing code of the Prussian State Library is used, and three catalogues are provided, one for authors, one for the titles of anonymous books, and which includes the publications of societies, the third being classified. These are composed of typed slips 10 × 15 cm. (See examples, pp. 111-13.)

The classification scheme, that of the Prussian State Library is of great interest. The special class for a book is indicated by three capital letters, and its position

Katkov, Georg

Untersuchungen zur Werttheorie und Theodizee.  
Brünn, Wien, Leipzig (1937). XI, 164 S. 8° 37/1155  
= Veröffentl. d. Brentano-Gesellschaft. 3.

Author Entry.



<p>Veröffentlichungen Brentano-Gesellschaft</p>	<p>Veröffentlichungen der Brentano-Gesellschaft.        Brünn, Wien, Leipzig 8°        3. Katkov, Georg: Untersuchungen zur Werththeorie und        Theodizee. 1937.</p>
---	--

Added entry for "anonymous" catalogue of titles, for name of society. (See p. 110).

Continental-Times-war-book	<p data-bbox="332 558 391 1443">The Continental Times war book. A selection from articles published in the Continental Times since the outbreak of the war.</p> <p data-bbox="456 1279 487 1443">Berlin 1915.</p> <p data-bbox="456 993 487 1075">118 S.</p> <p data-bbox="456 769 487 802">8°</p> <p data-bbox="456 542 487 639">15/119</p>
----------------------------	--

Anonymous Title Entry.

within that subject by Arabic figures. The first letter refers to the general subject (e.g., Religion, Philosophy) the second specifies that general subject by division into sub-classes or into historical divisions of period or country. The third letter depends upon the two preceding ones. To quote an example given in the article by Dr. Wind mentioned at the end of this section, "if in the History of Art the second letter indicates the country (Italian Art), the third letter will indicate period and branch of art (Renaissance Sculpture). Again, if the second letter indicates the branch of art (Illuminated Manuscripts) the third letter will indicate period and country (Mediæval French)." The scheme is extremely flexible, and works well in this library, where it is readily understood by those having occasion to use it.

The usual particulars are given in the catalogue entries, but in a slightly different order than that to which one is accustomed. The figures appearing after the size indicate the accession number.

The library of the Warburg Institute is open to all serious students, and although it is essentially a reference collection, it is an outlier library of the National Central Library, where a duplicate catalogue is deposited.

#### SOURCES OF FURTHER INFORMATION

BING, GERTRUD. The Warburg Institute. *Library Association Record*, 4th ser., 1, 1934, pp. 262-6.

WIND, DR. The Warburg Institute Classification Scheme. *Ibid.*, 4th ser., 2, 1935, pp. 193-5.

CATALOGUING AT THE LINDLEY LIBRARY,  
ROYAL HORTICULTURAL SOCIETY, AND  
THE ROYAL GEOGRAPHICAL SOCIETY

## NOTES

## CHAPTER XI

### THE LINDLEY LIBRARY, ROYAL HORTICULTURAL SOCIETY, LONDON

THIS library is attached to one of the most popular societies of the present time, although in 1859 it was so poorly supported that the entire library was sold. A very low figure was realised, despite the fact that the collection contained many rare works, and it was not until 1866 that the Society once more formed the nucleus of a library by the purchase of the books collected by Dr. Lindley.

The present home of the library was erected in 1904, and the collection is recognised as being one of the foremost horticultural libraries of the world.

The work in this library is extremely specialised, and the librarian, Mr. W. T. Stearn, has supplied abundant information regarding the difficulties encountered here. Date of publication is of incalculable importance, owing to the fact that botanical nomenclature is based on the principle of priority. Each group with a given circumscription, position and rank can bear only one valid name, that being the earliest that is in accordance with the rules of nomenclature. The name must be effectively published and accompanied by a description of the group to which the name applies, or a reference to a previously and effectively published description of it. Frequently, groups receive more than one name, but the one adopted is the earliest one

conforming with the rules. A large number of natural history works have been issued in parts, sometimes without any date or with a dated title page with the first or last section. Where publication has extended over a number of years it is essential that the date when each part was published should be determined as accurately as possible.

Of recent years the dates of publication of many of these standard works have been worked out by natural history bibliographers, the British Museum (Natural History) Catalogue referring to a number, but there is still much research to be done. Mr. Stearn has determined the dates of the publication of Webb and Berthelot's *Histoire naturelle des Îles Canaries*, which was issued in 106 parts between 1835 and 1850,<sup>1</sup> in addition to other bibliographical work of a similar nature. References to some of these are given as being of importance to those interested in botanical literature.<sup>2-4</sup>

The library is primarily horticultural, but includes botany, forestry, agriculture and biography where these subjects have a horticultural bearing. Annual additions amount to about 500 books and pamphlets, and in addition to periodicals the library possesses a large collection of trade catalogues.

In 1927 a catalogue of the Library was published, and is arranged alphabetically by authors, and then chronologically. Cross-references are made from editors, translators, etc., and the catalogue also includes

<sup>1</sup> *Journal of the Society for the Bibliography of Natural History*, Vol. 1, 1937, pp. 49-63.

<sup>2</sup> Hayek's "Prodromus Floræ Peninsulæ Balcanicæ." *Ibid.*, pp. 117-19.

<sup>3</sup> Link, Klotzsch and Otto's "Icones plantarum horti Regii botanicii Berolinensis." *Ibid.*, pp. 105-7.

<sup>4</sup> Bibliographical notes. CIV. Willdenow's "Hortus Berolinensis." *Journal of Botany*, 1937, pp. 233-5.

BOOKS ADDED TO THE LIBRARY, 1936 xli

- Vöchting, Hermann.** Ueber die Keimung der Kartoffelknollen. (Bot. Zeitung, lx.) Illus. 4to. Leipzig, 1902. (2)
- Voelcker, John Augustus, & Russell, Sir Edward John.** Fifty years of field experiments at the Woburn Experimental Station. With a statistical report by W. G. COCHRAN. Illus. 8vo. [1936.] (1)
- Wade, Arthur Edward.** See HYDE, H. A. Welsh flowering plants.
- Walker, Egbert H.** Fifty-one common ornamental trees of the Lingnan University campus. (Lingnan Sci. Journ., vi.) Illus. 8vo. Canton, 1928.
- Wallace, T.** See GARNER, H. V., & OTHERS. Profit from fertilizers.
- Wallich, Nathanael.** [Tentamen florae Nepalensis illustratae. Fasc. 1; *plates only*.] Col. pls. Illus. fol. [Calcutta, 1824]. (C)
- Walsh, L. H.** South African poisonous plants. Illus. 8vo. Cape Town. (1909.) (2)
- Walter, Mary, Miss.** Some Jamaica wild flowers described and illustrated. Illus. 8vo. [Kingston, Jam.], 1934. (3)
- Warburg, Edmund Fredric.** See TUTIN, T. G. Notes on the flora of the Azores.
- Ward, Frederick Kingdon.** Field notes of rhododendrons and other plants collected . . . in 1935. 8vo. [1936.] (18)
- — (another copy). (2)
- Warde, A.** [Original coloured drawings of fruits and flowers of Mauritius.] Col. pls. 4to. n.p. [18—]. (C)
- Warner, Marjorie F., & others.** A bibliography of plant genetics compiled by MARJORIE F. WARNER, MARTHA A. SHERMAN, and ESTHER M. COLVIN. (U.S. Dept. Agr., Misc. Publ., 164.) 8vo. Washington, D.C., 1934.

Catalogue entries for books added to the Lindley Library, issued as List of Additions in the Journal of the Society. Numbers and letters in round brackets at the end of each entry refer to the source of the volumes. The dates supplied in square brackets should be noted in connection with the text matter dealing with the Library.



periodicals arranged throughout under titles or under country, place and name of society or institution when published by an official body. Societies are entered under place of meeting or established headquarters, but references are given from headings not adopted. Particulars given are, author, title, size (i.e., 12mo, 8vo, 4to, fol), place of publication if not London, and date. At the end of the catalogue a list of eight manuscript journals of collectors sent out by the Society between 1821 and 1847 is given.

Modern cataloguing methods are followed in this *Catalogue of books, pamphlets, manuscripts and drawings*, 1927, and lists of the books added to the Library are printed in the *Journal of the Royal Horticultural Society*. Cataloguing details are condensed as much as possible owing to the fact that the entries are printed, and these are cut up to keep the catalogue in the Library up to date. The printed catalogue is bound in two volumes and interleaved so that entries for new accessions can be pasted in.

An author catalogue only is provided, and the preparation of a subject or classified catalogue would be very difficult owing to the intricacies of the nomenclature. The books themselves are not classified, but are contained in locked cases, and arranged roughly according to subject matter. Articles in periodicals which are likely to be of use are catalogued and the entries filed in a card catalogue.

This Library, devoted to a subject in which research is constantly being conducted, and of which one might say the early part is very incomplete, is of particular interest. Much bibliographical work must be done to fix the dates of publication of many terms, which must be fixed before one can attempt the formation of a permanent list. Historical works are difficult to obtain,

but the additions acquired annually tend to fill in the gaps, making this Library one of the finest in the world devoted to the subject. Its printed catalogue, together with the lists of additions that appear in the Society's Journal, present a unique source of information to those interested in horticulture and the allied subjects.

#### ROYAL GEOGRAPHICAL SOCIETY LIBRARY, LONDON

Founded in 1830, one of the primary objects of this Society was the formation of a library devoted to geographical literature, and a collection of maps and charts. The early growth of the collection was slow, depending upon gifts from members, but by the year 1850 it contained about 4,000 books, 1,000 pamphlets, and 10,000 maps. A catalogue of the collection was printed in 1865, later, an author catalogue to 1893 being issued.

After several removals, the Society was housed in its present commodious and distinguished headquarters at Kensington Gore, these being rebuilt to celebrate its centenary, and the premises devoted to the library are well furnished and planned. The map collection is open to the public.

The present stock consists of approximately 60,000 books, and 20,000 pamphlets and reprints. About 600 books are added each year, excluding periodicals, and deal with the history of exploration, travel, topography, physical geography and the allied subjects.

Since 1893, both author and subject catalogues have been compiled, which include periodicals. These are formed by cutting up supplements to the *Geographical Journal*, which are published three or four times annually. (See sample page.) Entitled *Recent geographical literature, maps and photographs* these lists are of great bibliographical importance, as there is no comparable bibliography of the subject issued in this country. A

## YUGOSLAVIA

## CHINA

405

**Yugoslavia Dalmatia Human****Milojevic***Rev. G. Alpine* 25 (1937) 509-20

La vie humaine dans le montagne du Durmitor (Dalmatie).

By B. Z. Milojevic. *Sketch-map*.**Yugoslavia Lika Region****Bosnjak***Soc. G. Béograd, Éd. Spéc.*, fasc. 20 (1937), pp. 90Wirtschaft, Verkehr und Siedelungen in Lika. By Rado-  
van Bošnjak. *Map and Diagrams*

## ASIA

**Asia Early Travel Kämpfer and Meier-Lemgo**Seltsames Asien (Amoeniastes exoticae). By Engelbert  
Kämpfer. In Auswahl übersetzt von Karl Meier-  
Lemgo. Detmold: Meyer (Max Staercke), 1933. Size  
 $9\frac{1}{2} \times 6$ , pp. 172. *Maps and Illustrations*. Price [7s]For this seventeenth-century traveller see *Journal*, 90.384.**Asia Early Travel Marco Polo****Marco Polo and Penzer**The most noble and famous travels of Marco Polo, to-  
gether with 'The travels of Nicolò de' Conti. Edited from  
the Elizabethan translation of John Frampton, with  
introduction, notes and appendices by N. M. Penzer.  
Second edition (enlarged). London: Adam and Charles  
Black, 1937 (first published 1929 by the Argonaut Press).  
Size  $9 \times 6\frac{1}{2}$ , pp. lxiv and 382. *Maps*. Price 18s net.  
*Presented***Asia Travel****Newman**A roving commission. By Henry Newman. London:  
G. Bell and Sons, 1937. Size  $7\frac{1}{2} \times 5$ , pp. 328. Price 7s 6d  
net. *Presented*.List of Accessions to the Royal Geographical Society Library. Repro-  
duced by kind permission of the Society.

combined author and subject index to nos. 1-41 of these lists covering the period 1918-32, was published in 1936.

Articles in periodical literature of geographical interest are analytically catalogued, these entries being included in the lists mentioned above. Reference to the specimen entries from one of the Supplements will show the arrangement of, and details contained in the entries.

The cataloguing of maps in this library is extremely important, and the collection housed by the Society is probably unique. Title is given precedence over author, and in many cases this has to be supplied by the cataloguer. Surveyors, draughtsmen, publishers and compilers all clamour to be treated as authors of the material, but the surveyor, or if a compilation, the compiler is regarded as the author, in this collection. Cross-references are provided where necessary.

The scale of the map is important, and this is reduced to a uniform system, scales being computed when not given. Number of sheets, size of printed or engraved surface, edition, place and date of publication and publisher complete the entry. Dates are of great significance, and must be determined wherever possible.

Cataloguing codes vary considerably when dealing with the question of maps, and examples of this are given in the reference dealing with the subject, at the end of this section.<sup>1</sup> A sample entry for maps is taken from the Society's *Supplement*.

### Europe Central

Freissler

New Railway Map of Central Europe. Scale 1:2,000,000 or 1/2 M (1 inch to 31.56 stat. miles). Size 37.5 by 51.5 inches. Vienna: May Freissler, 1938.

<sup>1</sup> There is also information on cataloguing this material in, Walton, Mary. Suggestions for making fuller use of local maps and plans. *Library Association Record*, 39, 1937, pp. 354-7.

The Library of the Royal Geographical Society is one of the richest in maps and other material devoted to the subject, in existence, and the catalogues of recent additions published as supplements to the Society's *Journal* are of major importance to all interested in the subject. Collected together they form the most exhaustive bibliography of modern literature dealing with geography and relative subjects published in Great Britain and abroad.

#### SOURCES OF FURTHER INFORMATION

- CRONE, G. R. The cataloguing and arrangement of maps.  
*Library Association Record*, 37, 1936, pp. 98-104.  
— — The Library of the Royal Geographical Society. *Ibid.*,  
3rd ser., 1, 1931, pp. 8-13.

CATALOGUING IN OTHER LIBRARIES  
ATTACHED TO LEARNED SOCIETIES AND  
INSTITUTIONS

## NOTES

## CHAPTER XII

### AGRICULTURAL ECONOMICS RESEARCH INSTITUTE LIBRARY, OXFORD

THIS collection of 2,000 books and a large number of pamphlets is being re-catalogued and re-classified, the Anglo-American Code being used for the former process. Author and subject catalogues are compiled on cards, and analytical entries for articles in periodical literature are filed separately, with an index of authors.

In addition to the usual particulars included in main entries, special attention is given to maps, plates, portraits and bibliographies. Cuttings from *The Times* of interest to the Institute are pasted into scrap-books, and indexed on cards under subjects. About one hundred books are added each year, and the Librarian mentions the fact that readers prefer to have separate author and subject catalogues, with which the writer is in agreement.

### CHARTERED INSURANCE INSTITUTE LIBRARY (INCLUDING THE LENDING LIBRARY OF THE INSURANCE INSTITUTE OF LONDON)

Excluding periodicals, the stock of these libraries amounts to 6,000 volumes, with an average annual addition of 430.

The Anglo-American Code is employed for the compilation of the author catalogue, while the classified catalogue is arranged according to the Howard



Business Library Classification for non-insurance books, and the Librarian's adaptation of that scheme for works dealing with insurance.

These card catalogues form a union catalogue of the Reference Library, the Lending Library and a Branch Library. An alphabetical subject catalogue of the Lending Library has been printed, together with a supplement.

The usual details are provided in the main author entries, but place of publication is only given if foreign. Volumes of historical interest are subjected to detailed bibliographical treatment.

Works of interest and certain periodicals are analytically catalogued and appear in the classified catalogue only, while all the articles appearing in the *Journal* of the Institute are entered in both author and classified catalogues.

Periodicals issued by societies are given a duplicate entry under the society, in the author catalogue only.

#### IMPERIAL INSTITUTE OF ENTOMOLOGY LIBRARY, LONDON

Pamphlets form a considerable proportion of the stock of this library, 1,400 being received annually, in addition to 350 books. There are approximately 10,000 bound volumes. Separate author card catalogues are provided for printed books, pamphlets (including reprints), and articles in periodical literature. A subject index to the books is also compiled on cards, while the *Review of Applied Entomology* and the *Insecta* section of the *Zoological Record* constitute the subject catalogue of the Library, these being prepared at the Institute. The *Insecta* section consists of author entries containing name of author, title, journal, volume, date, pp., plates, a subject index to the authors, and a systematic section.

*The Review of Applied Entomology* is divided into two parts, Series A, Agricultural, Series B, Medical and Veterinary, and yearly indexes of authors with general subject indexes are issued. Entries contain full bibliographical details, followed by abstracts. For example:

SHIRAKI (T) & SONAN (J) **Insect Pests of Banana.**  
(In *Japanese*)—*Trop. Hort.* 7 no. 4, pp. 432-50,  
11 figs. Taihoku, December 1937  
[Followed by abstract.]

Periodicals are included in a separate sheaf catalogue on the British Museum system, new entries being pasted in, and publications of societies are also found in this catalogue.

#### INSTITUTE OF HISTORICAL RESEARCH LIBRARY, LONDON<sup>1</sup>

Approximately 52,000 volumes, increasing by about 2,500 additions each year constitute the stock of the Library attached to this Institute which functions under the auspices of the University of London. The British Museum code of cataloguing rules is used, modified by the abandoning of subject headings, such as DIRECTORIES.

An author card catalogue is compiled, and the entries contain full details.

#### LIBRARY ASSOCIATION LIBRARY, LONDON

This library devoted to our profession is still being built up, although it has existed for many years. Until the opening of Chaucer House, it was being constantly removed from one institution to another, much to the detriment of the collection, for it was of little value to

<sup>1</sup> For description of this library see *Library Association Record*, 4th ser., 1, 1934, pp. 2-6.

members, who could take little interest in it. With its removal to the present headquarters, the collection has been completely reorganised, revealing many gaps in the stock of a library that one expects to be as complete as possible in librarianship literature.

At the present time, the Library contains about 6,000 books, in addition to the thousands of pamphlets, plans, photographs, etc., in the Information Bureau. Of course, the Anglo-American Code is used for the compilation of the author and classified catalogues provided, both being on cards. The Dewey scheme of classification is in use for the books and the classified catalogue.

We have for some time been promised a printed catalogue to the Library Association Library, and it would be of great value to members, particularly those residing outside the London Area, but it would be detrimental to issue a list that would be seriously out of date upon publication. Lists of wanted books, which have recently appeared in the *Library Association Record* show that the collection is still very incomplete, and until a large number of these items have been procured, the publication of a catalogue that one would expect to be almost a bibliography of the subject, would be ill-advised.

It is taken for granted that this catalogue, when published, will be a perfect rendering of library cataloguing, and in order to alleviate as far as possible the issue of several supplements, its publication should be delayed until most of the older standard works have been acquired.

#### MIDDLE TEMPLE LIBRARY, LONDON

Between 800 and 1,000 books are added every year to this library of 70,000 volumes. A printed author

catalogue with separate subject index was published in 1914 in three volumes. A supplement covering the years 1914-24 appeared in 1925. These have been compiled on rules derived from the British Museum and Anglo-American Codes, but the primary consideration has been the special use by members of the Inn.

The words "A treatise on . . ." have been omitted when used at the beginning of the title of an English law book, and another innovation has been introduced when dealing with joint authors. Instead of cross-references to the first author with the word "*see*," the preposition "*with*" is used as being in accordance with legal phraseology. These entries under the names of second authors are in an abbreviated form.

The arrangement of the stock in the Library is of interest, as it affects the subject index, and the writer is indebted to Mr. A. R. Hewitt, the Assistant Librarian, for a summary of the scheme.<sup>1</sup>

The arrangement is, generally speaking a geographical one, with certain exceptions. Legal works are divided roughly into six classes: textbooks and treatises; reports of cases; statutes and collections of statutes; periodicals; digests; encyclopædias. Textbooks on English law are arranged in alphabetical order according to authors' names, and early law reports follow the names of the reporters by which they are known. Statutes, of course, are arranged chronologically.

Geographical arrangement is introduced for specific departments; for example, law books of Scotland, Ireland, India and the Dominions each have a separate place, and there are also departments for Roman Law,

<sup>1</sup> Since this was written, further information on this Library has appeared in Mr. Hewitt's Presidential Address to the Association of Assistant Librarians, entitled, Work in a law library. *Library Assistant*, 31, 1938, pp. 172-81.

International Law, American Law, and foreign law other than that of America and France.

LIBRARY OF THE NATIONAL INSTITUTE FOR RESEARCH IN  
DAIRYING, SHINFIELD, READING

Pamphlets form the bulk of the collection comprising this library, amounting to 9,000, while books number 5,000 volumes. Sixty books and 170 volumes of periodicals are added annually, and the Anglo-American Code is in use for the formation of author and subject catalogues.

The alphabetical title catalogue of periodicals is in card form, and also mimeographed. Articles in journals of special interest to the scientific staff are card indexed, and issued each month as a stencilled list of classified references.

An unusual inclusion on the main card entry for books is the price, and this information together with title, edition, publisher and date, is found on both author and subject entries.

NEW COMMONWEALTH INSTITUTE LIBRARY, LONDON

This small collection of 600 books, with numerous articles in pamphlet form, is arranged in three groups:

- A. General Principles of International Relations.
- B. Equity Law and Justice.
- C. Collective Security.

Under these headings the material is arranged alphabetically according to authors, and as additions amount only to between 50 and 60 each year, the card catalogue is compiled merely as an index to the collection. Only author, title, place and date of publication are given, while important articles in periodical literature are catalogued in the Information Department.

## ROYAL ASIATIC SOCIETY LIBRARY, LONDON

Originating in a collection of 3,000 Chinese works presented by Sir George Staunton in 1823, this library is particularly rich in books and manuscripts relating to China, India, Malay and Persia. The stock of 45,000 books and 4,000 manuscripts, increasing at the rate of 400 additions per annum, is catalogued on the British Museum system, this being most suitable for libraries containing Oriental literature. The card catalogue is devoted to author entries, these being moderately full.

## ROYAL INSTITUTE OF BRITISH ARCHITECTS, LONDON

About 40,000 volumes with approximate annual additions of 1,000 books and pamphlets represent the stock of this library, which is catalogued according to the Anglo-American Code, with modifications for institutions and anonymous entries resembling those in use in the British Museum.

Both author and classified catalogues are compiled, with an alphabetical index to the classification, this being the Universal Decimal extended.

The first catalogue to the Library was issued in 1838, four years after the foundation of the Institute, but since the removal to its present site the Library has been completely reorganised. A printed catalogue of books and manuscripts has been published, of which volume one, 1937, is devoted to authors (to September 1936), volume two, 1938, consisting of a classified index and alphabetical subject index (to April 1938). Classified accession lists are included in the *Journal* published by the Institute, which appears about twenty times each year, and these lists are cut up and pasted on cards to form the card catalogue.

Author and classified entries are made for periodicals, with a subject index for selected articles and non-British buildings, and an alphabetical loose-leaf index for British buildings. There is also an information file of bibliographies, cuttings and leaflets, arranged in drawers.

#### SOURCE OF FURTHER INFORMATION

CARTER, EDWARD. The Royal Institution of British Architects. *Library Association Record*, 4th ser., 1, 1935, pp. 4-15.

#### LIBRARY OF THE SOCIETY OF FRIENDS, LONDON

Established in 1673, this library contains the largest collection of works relating to Quakers in the world. It is very rich in manuscripts, those of the seventeenth century in particular being well represented. In 1925, the Society was established in its present headquarters, and the Library now contains a stock of approximately 45,000; this is about equally divided between manuscripts, printed volumes and pamphlets. Between two and three hundred additions are annually recorded.

The chief subjects collected by the Society of Friends are, Quaker history, church, government, family history, biography, and literature relating to social and philanthropic work.

A marked copy of Jos. Smith's *Catalogue of Friends' Books*, 2 vols., 1867, is used as a catalogue, being kept up to date on cards. The Anglo-American Code slightly modified is now followed, although much of the catalogue was built up before the adoption of this code. The dictionary catalogue includes a large number of analytical entries, and manuscripts and printed books are distinguished by means of different coloured cards.

### SOCIETY OF INCORPORATED ACCOUNTANTS LIBRARY, LONDON

This library, used by Incorporated Accountants and students preparing for the Society's examinations, contains books on accountancy, law, economics, finance and relative subjects. Most of the stock of 7,000 volumes is available for borrowing and about 400 additions are recorded annually.

Separate author and subject catalogues on cards are compiled, while preparations are being made for the publication of a printed dictionary catalogue. Entries contain full details and appear to agree with the Anglo-American Code in most respects.

### LIBRARY OF THE SWEDENBORG SOCIETY (INC.), LONDON

The Swedenborg Section forms the greater part of the 5,000 volumes comprising this collection, to which only about twenty-five volumes are added every year. The *Bibliography of Swedenborg's Works* by Hyde, is the basis on which the section is catalogued, while the general stock is contained in an alphabetical list of authors.

Cards are used for the entries, only the details appearing on the title page being included.





CATALOGUING FOR GOVERNMENT  
LIBRARIES

## NOTES

## CHAPTER XIII

### CATALOGUING FOR GOVERNMENT LIBRARIES

IN this country we are unfortunate in having a Government that is not as parental with regard to libraries as in, for instance, the United States, and certain European countries. The Library of Congress with its system of printed cards, and the Army Medical Library with its *Surgeon-General's Catalogue*, set standards that are followed in the country of their origin in a manner not approached in this country. The British Museum, as our national library, publishes a monumental catalogue compiled according to a code that has been evolved through the handling of a large collection of books. It could be adopted by all Government libraries, with certain adaptations, to advantage, and would facilitate inter-departmental co-operation, but it has been disregarded in most cases, and more than one of these libraries boast that they use no code.

There appears to be no co-operation whatsoever between Government libraries. The cataloguing methods and library organisation in general, differ to such an extent that any attempt at the compilation of a union catalogue of libraries of this type would be impossible without several entire libraries being completely re-catalogued. Yet the value of a union catalogue would be incalculable, both to the Government libraries and to those desiring to trace obscure material.

Certain Government libraries are well organised and

do great service by means of bibliographical lists, as the Science Library and the Victoria and Albert Museum Library, while the catalogues of the India Office are typical of what scholarly productions should be, but others fall far short of these examples, and standardisation of methods would do much to improve all the libraries classified under this category.

Cataloguing is frequently very scrappy in these departmental libraries. Often there is insufficient staff, or this has been marshalled from those who have spent most of their time in other departments, or are graduates with no knowledge of librarianship. These factors are not conducive to the provision of well-equipped collections, and the catalogue in particular suffers considerably in these circumstances. Some complain of lack of funds, and explain that the only departments with any money to spare on the adequate upkeep of libraries, are the money-making ones, such as the General Post Office!

It appears that a central body should be set up to administer the finance of these libraries so that all might receive the share proportionate to size and requirements. When discussing Government control of libraries, one would do well to visit some of the libraries already functioning in Government departments, and the first-hand knowledge gleaned would turn the conversation to the control of Government libraries by a body of qualified librarians!

As previously explained, this criticism cannot be directed against all Government libraries and the following chapters reveal some of the excellent work being done in certain libraries housed in Government buildings.

Most Government libraries keep all the material collected, discarding only being resorted to through

lack of space. As permanent collections, catalogue entries should be full, prominence being given to features likely to be of value to those using the library. Both author and subject, or author and classified catalogues are indicated, the former being amalgamated into dictionary form if preferred, and the classified catalogue conforming with the scheme in use for the books, complete with an index of subjects.

Printed catalogues are frequently encountered in these libraries, and are usually supplemented by the card form. The sheaf catalogue is in use for subject and classified entries, cards being used for the author catalogue, and in one library all three forms of catalogue are to be encountered.

There appears to be no reason why all Government library catalogues should not conform with the rules set out by the British Museum. The work of re-cataloguing the stock would be tremendous, but it has been accomplished by other libraries, and could be done again, with adequate financial support. The British Museum Code covers all emergencies likely to arise in the cataloguing of the largest collection in existence, and the publication of a union catalogue of Government libraries would accomplish much towards the standardisation of cataloguing methods.

Unfortunately, where the libraries of the Government departments are maintained in watertight compartments, as it were, none knowing what the others are doing, and in the absence of any co-operation whatsoever, there must be a great deal of unnecessary duplication, both of stock and of routine. If the Government could be persuaded to finance the production of printed catalogue cards, it would be doing a great service to all of its own departmental libraries, in addition to the library world in general. The cost requires consideration,

but it is doubtful if it would exceed the sum expended by all libraries cataloguing the same books. Of course, it is essential that any cataloguing on this scale should be done by trained librarians, and it is obvious that the catalogues of several Government departments are the work of persons with a very elementary knowledge of cataloguing methods.

Government libraries should set the standard for others. Their organisation and equipment should be beyond reproach, but apart from certain libraries dealt with in the following chapters, the catalogues of some of these represent an almost total waste of time.

CATALOGUING IN THE INDIA OFFICE AND  
THE VICTORIA AND ALBERT MUSEUM  
LIBRARY



## NOTES

## CHAPTER XIV

### INDIA OFFICE LIBRARY, LONDON

OF State departmental libraries, this is probably of the greatest interest to cataloguers. The difficulties to be encountered in a library consisting of numerous collections of works in oriental languages, in addition to European, are manifold. The stock is composed of 60,000 works in the European languages, 34,000 in classical oriental languages, Sanskrit, Pali, Arabic, Persian, etc., 125,000 modern Indian, 3,000 Burmese and 3,000 other oriental languages and dialects, making a total of 225,000. Approximately 5,000 volumes are added to this collection annually, and there are also some 15,000 manuscripts, European and oriental, to be considered when estimating the total stock.

It will be appreciated that it is necessary to have a staff of scholars with special knowledge of these languages, and separate catalogues are provided for each language or main linguistic group.

The catalogues of oriental printed works are in dictionary form, with the title as main entry, while the difficulties encountered by the formation of names of Eastern writers are alleviated by means of numerous cross-references.

Despite the enormous cost of printing in oriental characters, numerous catalogues of oriental manuscripts have been produced, together with catalogues of

printed works where the characters are transliterated, these being kept up to date by means of cards.

These printed lists of books in the India Office Library are of inestimable value to scholars, as those devoted to manuscripts contain material not to be found elsewhere. A list of these is appended at the end of this section.

A classified catalogue of the printed works in European languages was issued in 1888, and a supplement in 1895. In 1909 an author catalogue of accessions since 1895 was issued, and from 1911 to 1936 eighteen separate volumes of *Accessions* also arranged by author, have appeared. The Reading Room folio sheaf catalogue in eight volumes was compiled from entries in these various printed catalogues. From 1935 a new system of cataloguing current accessions came into operation. The printing of an author catalogue was discontinued; the Reading Room author catalogue began to be typed on cards; and a subject catalogue, for eventual publication, was initiated. In 1937 the recataloguing of the entire European section, was begun. The subject catalogue, which is expected to be completed in 1942 or 1943, is of the alphabetical variety, and is based on the *Subject headings used in the dictionary catalogues of the Library of Congress*, considerably modified to meet the special needs of an orientalist library. It will be provided with an author index.

The Anglo-American code is followed in these catalogues, with some necessary amplification of the rules governing oriental names, South Indian names, for example, being catalogued under the penultimate name (as Nilakanta Sastri, K. S.). Each book is catalogued on a large "work-card" bearing printed headings for subject, author, title, imprint, etc., and cross-references; and from this card typists prepare main author,

subject, subject (author index) and all reference cards.

One feature that is of interest and worthy of note is the "visible index" in use for checking the arrival of periodical publications. It is in volume form on the loose-leaf principle, and saves the space that would be taken up by a cabinet, and, what is frequently more important, it is much cheaper.

Libraries devoted to the collection of oriental literature present many difficulties to the cataloguer, who, while being an expert in the special subject, should also have had training or experience in librarianship. The catalogues of these large special libraries, of which the India Office is one of the best equipped, are monumental works and of great importance to scholarship.

#### CATALOGUES OF THE LIBRARY OF THE INDIA OFFICE. ORIENTAL MANUSCRIPTS AND XYLOGRAPHS

Sanskrit. Catalogue of the Sanskrit and Prākṛit manuscripts in the Library of the India Office. Vol. I. J. EGGELING. London, 1887-1904. (Seven Parts.) Vol. II. A. B. KEITH and F. W. THOMAS. Oxford, 1935. (This catalogue includes descriptions of all the Sanskrit manuscripts belonging to the Special Collections, excepting those of the Royal Society Collection.)

„ Royal Society Collection. Sanskrit manuscripts. C. H. TAWNEY and F. W. THOMAS. London, 1903.

„ Aufrecht Collection (Manuscripts, Indices, Pratika-lists, etc.). F. W. THOMAS. (Journal of the Royal Asiatic Society, London, 1908, pp. 1029-63.)

Arabic. Vol. I. O. LOTH. London, 1877. Vol. II, Pt. I (Qur'anic Literature). C. A. STOREY. London, 1930. Vol. II, Pt. II (Sūfism and Ethics). A. J. ARBERRY. London, 1936. Vol. II, Pt. III. R. LEVY, 1937.

Arabic and Persian. Royal Society Collection. E. DENISON ROSS and E. G. BROWNE. London, 1902.

- Persian. H. Ethé. Vol. I. Oxford, 1903. Vol. II. Index, etc. Oxford, 1937.
- Bengali and Assamese. J. F. BLUMHARDT. Oxford, 1924.
- Hindustani. J. F. BLUMHARDT. Oxford, 1926.
- Marathi. J. F. BLUMHARDT and S. G. KANHERE (in the Press).
- Oriya. J. F. BLUMHARDT. Oxford, 1924.
- Pali. H. OLDENBERG. (Journ. Pali Text Soc. London, 1882, pp. 59-128.)
- „ (Mandalay)—V. FAUSBÖLL. (Journ. Pali Text Soc. Woking, 1897, pp. 1-52.)
- Zend and Pahlvi. M. N. Dhalla (Iranian manuscripts in the Library of the India Office, Journal of the R. Asiatic Society, 1912, pp. 387-98).

#### EUROPEAN MANUSCRIPTS

Catalogue of Manuscripts in European Languages:

- Vol. I. The Mackenzie Collections. Pt. I: The 1822 Collection and the Private Collection. By C. O. BLAGDEN. London, 1916. Pt. II: The General Collection. By C. S. COTTON, J. CHARPENTIER and E. H. JOHNSTON (in the Press).
- Vol. II. Pt. I: The Orme Collection. By S. C. HILL. London, 1916. Pt. II: Minor Collections and Miscellaneous manuscripts. By G. R. KAYE and E. H. JOHNSTON. Section I (Nos. 1-538), by G. R. KAYE. London, 1936. Section II (Nos. 539-) by E. H. JOHNSTON (in the Press).

#### PRINTED BOOKS AND LITHOGRAPHS

- Catalogue. Vol. I. (Books in European languages) and Index. London, 1888.
- „ Supplement. London, 1895.
- „ Supplement 2: 1895-1908. London, 1909.
- „ Accessions: 1-18 (1911-36).
- „ Vol. II, Pt. I. Sanskrit Books. R. ROST. London, 1897. Revised edition to 1932. PRAN NATH and J. B. CHAUDHURI. (Section I (A-G) (In the Press).
- „ Vol. II, Pt. 2. Hindustani Books. J. F. BLUMHARDT. London, 1900.

Catalogue. Vol. II, Pt. 3. Hindi, Panjabi, Pushtu and Sindhi Books. J. F. BLUMHARDT. London, 1902.

„ Vol. II, Pt. 4. Bengali, Oriya, and Assamese Books. J. F. BLUMHARDT. London, 1905.

„ Vol. II, Pt. 4. Supplement. Bengali Books, 1906-20. J. F. BLUMHARDT. London, 1923.

„ Vol. II, Pt. 5. Marathi and Gujarati Books. J. F. BLUMHARDT. London, 1908.

„ Vol. II, Pt. 6. Persian Books. A. J. ARBERLY, 1937.

#### VICTORIA AND ALBERT MUSEUM LIBRARY, LONDON

Acknowledged to be the largest art library in the world, this library houses approximately 250,000 volumes, with annual additions amounting to about 3,000.

The works are catalogued according to a system based on that used in the British Museum. Details are entered on slips, subject headings being written on the backs. These slips are arranged in order and typed onto wax, which is then duplicated, copies being circulated every month to libraries interested in art. In addition, copies are duplicated onto gummed paper, these being used for the author entries by being stuck onto cards, and for the subject catalogue by inclusion in a sheaf catalogue. The latter is double-columned so that new entries can readily be inserted. Under subjects, arrangement is by date.

A separate list of periodicals is maintained, but they also appear scattered throughout the author catalogue according to titles. Articles in certain periodicals are indexed, and pamphlets, etc., of less than ten pages, only appear in the subject catalogue. The number of pages is only included in entries when less than one hundred. Very full details of plates, illustrations and bibliographies are included and name of press is given when

distinctive, together with that of the printer if published before 1800.

Stereotyped bibliographies of certain special subjects have been compiled, and are kept up to date by means of cards. There is also a separate card catalogue for catalogues of sales. These are arranged according to town (i.e., place of sale), date, auctioneer, followed by details of sale. A card index to this, consisting of an alphabetical list of the names of owners is provided. A sheaf catalogue of catalogues of exhibitions is maintained, in which entries are typed directly onto the sheets.

Two examples from a stereotyped list are given in order that the details and lay-out of the entries may be appreciated:

HAAS, IRVIN.

Bruce Rogers: a bibliography. Hitherto unrecorded work, 1889-1925. Complete work, 1925-36. . . .

With a letter of introduction by B. WARDE. 88 pp. (9×6). New York (Peter Pauper Press), 1936.

95. Y. Drawer 4.

The following is an entry for an article appearing in a periodical. The capital letters in the title refer one to the heading under which the journal will be found in the main catalogue:

COUTIL, LÉON.

L'art mérovingien et carolingien. Sarcophages, stèles funéraires, cryptes, baptistères, églises, orfèvrerie et byouterie. (Bibliog.) 14 plates.

In BORDEAUX: Société Archéologique. Bulletin et mémoires, XLIV, 3. 1929-30.

The chief value of the cataloguing methods in this library lies in the fact that the stereotyped entries are standardised in the author card, and the subject sheaf

catalogues. Furthermore, the list circulated monthly is a fairly complete bibliography of the subjects covered by the Victoria and Albert Museum, and the entries could be cut up and used by any library to whom the list is sent.

There is a printed catalogue to the Forster Library, consisting of works devoted to English literature of the nineteenth century and English history, and also to the Dyce Library, this being noted for its classical literature, and early editions of English drama.





CATALOGUING IN OTHER GOVERNMENT  
LIBRARIES

## NOTES

## CHAPTER XV

### BOARD OF EDUCATION REFERENCE LIBRARY, LONDON<sup>1</sup>

THIS was established over forty years ago by the amalgamation of the educational works in the Science Library and the Library of the Educational Department in Whitehall. In 1909 the first of the quarterly annotated lists of accessions to the library was published, this feature being continued until 1915. In addition, subject lists of books and papers in the library were published, two being issued in 1913, entitled *School hygiene and physical education*, and *Educational buildings and equipment* respectively. A third deals with *Psychological tests*.

The collection now consists of about 83,000 items, and approximately 2,000 books and pamphlets are received each year. The author catalogue on cards contains the main entries, while there is a separate subject index, also in card form. Important articles in periodical literature are entered under subjects only, and filed in a separate alphabet.

This library is open to the public, and as it contains a large number of official publications, educational periodicals, and most standard works on the subject, it should prove of interest to librarians for book selection purposes. It makes no attempt to collect school textbooks.

<sup>1</sup> Further information on Government libraries is contained in Gaselee, Sir Stephen. Libraries and sources of information in Government departments. *ASLIB Proceedings*, 1935, pp. 53-69.

## FOREIGN OFFICE LIBRARY, LONDON

This library is housed in an old building, and is, comparatively speaking itself of great age. It contains 80,000 volumes, to which about 300 are added annually.

A printed *Catalogue of printed books in the library of the Foreign Office* was published in 1926. It is in dictionary form, being kept up to date by the addition of entries written into an interleaved copy. A card catalogue is also provided for books added since the publication of the catalogue.

Author entries are arranged alphabetically and those for subjects, chronologically, the latter being subdivided to form a hybrid alphabetico-classed catalogue.

Only author, title, number of volumes, place and date of publication, are included on the entries, together with the size (i.e., 8vo, 4to, fol.) and the accession number, these forming guides to the position of the books on the shelves. They are arranged in three series according to size, and then by accession number, the latest additions appearing at the end.

The Cambridge Code is followed for the choice of headings to be adopted, and a card shelf list arranged in three groups as the books, is kept. Both author and subject entries appear together in this register.

## HOUSE OF COMMONS LIBRARY, LONDON

This library dates back to the year 1818, and was housed in newly erected premises in 1827. When the library was burnt down, together with the Palace of Westminster, in 1834, many books were saved by being thrown from the building, but much valuable material was lost.

At the present time the Library contains between 150,000 and 200,000 volumes, which are contained in

a printed catalogue. Years ago this was frequently reprinted, but the 1888 edition was maintained by manuscript additions until 1910. A cumulative printed supplement contains entries up to 1930, and a second supplement is being prepared. The catalogue is arranged by authors, and a subject index is provided.

### THE PATENT OFFICE LIBRARY, LONDON

Founded in 1855, the Patent Office houses complete sets of the printed specifications, indexes and abstracts of the British Patent Office, of the British Empire and most foreign countries. In addition to other material a large number of periodicals are contained in the collection, which amounts to 290,000 volumes. Annual additions amount to approximately 7,000 and this library is open to the public, open access being permitted.

The Anglo-American Code is used in the compilation of author and classified catalogues, slight modifications being introduced on the principle that information for the main author entry should be obtained only from the book itself; that is to say, anonymous and pseudonymous works are treated as such whether or not the author's real name could be traced.

Printed author catalogues and various class lists have been issued, but both catalogues are now maintained in card form. Accessions are printed each week in the *Journal*, these being cut up and pasted onto standard size cards. The notation of the classification scheme in use consists of two capital letters, followed by two or more numerals used decimally; there are about 20,000 subdivisions.

Full details are included in the catalogue entries, with annotations when considered necessary. A

*Subject index of the periodical publications in the Patent Office Library* was issued in 1924.

### ROYAL BOTANIC GARDENS, KEW

Approximately 45,000 volumes are housed in the Library at Kew Gardens, 250 books being added every year.

The Anglo-American Code is followed for the author catalogue, and a classified catalogue is in preparation. The *Catalogue of the Library of the Royal Botanic Gardens, Kew*, was published in 1899, a supplement being issued in 1919. These form additional series III and III-2 of the *Bulletin of Miscellaneous Information, Royal Botanic Gardens, Kew*. Entries are pasted down to keep this catalogue up to date, and are also available in card form.

### THE SCIENCE MUSEUM LIBRARY, LONDON

The Science Library is the most important collection of works devoted to the subject in the world, and the services rendered to Science by this Institution are appreciated in all countries. The bibliographies of special subjects, and periodical lists of additions, arranged according to the Universal Decimal Classification are of great importance, for the stock covers agriculture, astronomy, biology, chemistry, engineering, geology, mathematics, meteorology, mineralogy, palæontology, physics and technology, to mention only a selection. The library is open to the public, subject to certain conditions, and books are loaned to research workers, through institutions.

Approximately 275,000 volumes form the stock to which 12,000 are added each year, 1,000 of these being textbooks. The British Museum Code is used in the

formation of the author and classified card catalogues, the entries conforming to this code, with the addition of the name of the publisher.

The cards are classified by the Universal Decimal Classification, by which the mimeographed *Weekly bibliography of pure and applied science* is arranged. These are cut up and pasted onto cards to form the catalogues. There is a subject index to the classified catalogue, also compiled on cards.

A printed list of periodicals, of which a new edition is in preparation, has been issued, and 250 of these are analytically catalogued as they are received.

It is of interest to note that the printed cards of the Concilium Bibliographicum are maintained up to date in this Library.





CATALOGUING FOR BUSINESS,  
COMMERCIAL AND TECHNICAL  
LIBRARIES

## NOTES

## CHAPTER XVI

### CATALOGUING FOR BUSINESS, COMMERCIAL AND TECHNICAL LIBRARIES

COMMERCIAL and technical libraries have been established for business men engaged in manufacturing, buying and selling, and the business library can be dealt with under this heading, the difference being that the latter is usually attached to a firm for the use of its staff, while commercial and technical libraries are either public or serve groups of enquirers. The object of these libraries is the same, the provision of the latest information as quickly as possible.

The subjects covered by libraries of this type are manifold, but frequently depend upon the locality. While certain general commercial and technical works must be included, local industries demand special attention. Encyclopædias, year-books, trade directories, foreign, technical and commercial dictionaries, time-tables, tariffs, trade catalogues, patent specifications and trade marks, to mention but a few essentials that will be looked for in these libraries. Textbooks must cover accountancy, banking, law, advertising salesmanship, company, patent and trade-mark law, and large-scale maps, and gazetteers are of vital importance.

From these details one gleans some idea of the difficulties to be experienced by cataloguers in libraries of this type. Much of the material is only of value for a

very short period, and when superseded must be discarded to make room for more recent information. A large proportion of the stock may be in the form of cuttings, pamphlets and leaflets, which is frequently of quite as much importance as if incorporated in a volume. In some libraries this material is housed in vertical files, being classified to a minute degree, but not included in the catalogue.<sup>1</sup> In others, separate catalogues are compiled, or the material indexed and thus made readily available.

Printed catalogues are out of the question in libraries where the stock is perpetually undergoing transformation, and in commercial and technical libraries, discarding is an aspect of the routine requiring frequent but careful consideration. Card or sheaf catalogues are indicated, and all the libraries of this type of which information is available use the card form. The ease with which new entries can be incorporated and those for discarded material extracted, makes the card catalogue ideal for libraries where time is such an important factor. Where certain collections are indexed, this is sometimes done on sheets of paper, these being displayed in the library. For instance, articles in periodical literature are sometimes treated in this manner, the reader merely having to look down a list of which the sheets can be re-typed when necessary.

Separate catalogues or indexes are sometimes made for maps, patents, photographs, slides, trade catalogues, etc., and if these are important features, the procedure is justified. Nevertheless, it is also of great advantage to have the entire collection represented in one catalogue, particularly author entries.

The provision of both author and subject catalogues

<sup>1</sup> See Jast, L. Stanley. Technical and commercial libraries. *Library Association Record*, N.S. 7, 1929, pp. 98-104.

appears to be common in most commercial and technical libraries, and the existence of an author catalogue by itself is unheard of. Classified catalogues with author and subject indexes, and both author and classified catalogues are also popular. In addition, the dictionary form is represented, but it is believed that the advantages of having author and subject entries filed separately would be intensified in libraries used by business men. Consultation is facilitated, the units arranged more simply, and it is usual for readers to consult the catalogue with a definite object in view, either to find out what there is on a certain subject, or by a certain author. Also, where cabinets are used, the catalogue is liable to congestion caused by persons making lists of books on special subjects, and this difficulty is alleviated by the provision of two series of cards in separate cabinets.

The details to be found on entries in the catalogues vary considerably. In commercial and technical libraries attached to public library systems, the actual cataloguing is often done in the main library, and the particulars included on the cards made to conform with general practice, but this is not always the case. The practice is not altogether satisfactory, as in addition to being a waste of time (for very full entries are unnecessary), commercial and technical material should receive more individual treatment than is usually accorded to matter being catalogued in public libraries. For instance, the presence of a time-table of times of sailing of ships, of rates of exchange, of imports and exports, and such material of great importance in a commercial library, is likely to be overlooked by the general cataloguing department, but is worthy of note on cataloguing entries. Analytical entries are of major importance, for a single chapter in a book, or article in

a periodical may contain information of inestimable importance, not to be encountered elsewhere.

As a rule, cataloguing is cut down to a minimum in libraries devoted to the use of business men. Author, title, edition and date are essential, and other details are included as the result of experience on the part of the staff and the requirements of readers. Annotations should be as short as possible if incorporated in the entries, and should make no attempt to be critical. Indication of the scope of the work, and the presence of tables, maps, illustrations, plans, etc., should prove of assistance to readers, and perhaps cuttings, and pamphlet material might be given some distinguishing mark to show that the reference is not to a substantial publication. Some libraries include the number of pages if less than one hundred. Size, publisher and place of publication on entries are very rarely of use to readers, and in reference libraries, can always be determined upon reference to the book itself.

Entries in the catalogue should be well provided with guides, and in the subject, dictionary and classified forms, readers should be referred to headings under which similar subjects are included, and librarians should attempt to supply something under every heading that might be consulted by those using the catalogues. Synonymous terms should receive consideration, and the heading likely to be most used by readers adopted, cross-references being made under the alternatives. Some libraries place the entries under both forms if two headings cannot be decided between, and it is worthy of consideration that if libraries could file all entries under every heading required by the nature of the material, there need be no cross-references, and all enquirers would find their requirements under the first heading consulted. This should be an ideal for

commercial and technical libraries, and in theory it appears sound, but the cost in labour for the duplication of entries, and the enormous swelling of the catalogues that would result, make it prohibitive.

Libraries attached to businesses are frequently more in the nature of information bureaux, the library staffs answering the questions of those attached to the firms. In this case, where the use of the material is more or less confined to the library staff, even fewer details need be included in the catalogues, although in some firms special lists of books, or accessions, are circulated for the use of those employed in the businesses. Bulletins are sometimes prepared, being published weekly or monthly, containing details of new publications, and sometimes abstracts by those qualified to compile these useful sources of additional information.

In this country, these libraries are in their infancy when compared with the enormous number attached to firms and institutions in the United States, for instance. They are not always staffed by trained librarians, but this defect is being remedied slowly but surely, and the value of these libraries, once experienced, ensures the rapid growth of these departments. It is impossible to obtain the full value out of any collection of books unless it is controlled by a qualified librarian, and in commercial and technical libraries this truth is emphasised. Catalogues in particular suffer to a considerable extent when put together by untrained hands, with no knowledge of cataloguing methods, and these are the most important tools in libraries of this type.





CATALOGUING AT FOX PHOTOS LIMITED

## NOTES

## CHAPTER XVII

### FOX PHOTOS LTD. LIBRARY, LONDON

THIS library is a typical business library, the stock of which consists almost entirely of photographs and negatives. The staff photographers produce on an average one hundred negatives daily to be added to the collection, consisting for the most part, of scenes of current news value. The negatives are accessioned, numbered and contacts made from them, after which they are filed with the contacts according to accession numbers. Larger prints are made from the more important negatives, and these photographs are arranged by subjects in large boxes and steel cabinets.

The actual cataloguing is done from the accession book, which is probably a new idea to trained librarians, but when the same person accessions and catalogues the material, the difficulty is partially overcome.

This particular library has grown from small beginnings, without the supervision of a trained librarian. The staff is alternately attending to routine in the library, answering frequent telephone enquiries, and taking photographs for consideration to prospective clients. The previous day's photographs must be speedily dealt with and disposed of, as they are the most likely to be required. In addition, frequently there are special series of photographs, or large collections that have been purchased, to receive attention,

and there is no time for any attempt at reorganising the cataloguing methods.

There is also the difficulty experienced when untrained persons must find the material under the first heading consulted. Enquiries by telephone demand prompt attention, and it is also necessary for employees to consult the catalogue in the absence of the library staff.

This is a rapid glance at the difficulties to be overcome in this library, and it reveals something of the different atmosphere to be encountered by one trained in, for instance, a university library. Business libraries of this description give one little time to check information or to reorganise the system, for every day is a duplicate of the one preceding it, a rush to market the goods as promptly as possible.

The library to which this chapter is devoted is situated in the Fleet Street quarter, and caters to a considerable extent for the newspapers. This fact emphasises the need for prompt service in the library, as yesterday's news is of little value to the daily press.

As previously mentioned, the cataloguing is done from the accession book. Standard size cards are used, and as most of the photographs are taken by members of the staff, there are no author entries. When agents are responsible for the material, the fact is recorded in the accession book, and again beneath the entry on each card. The subject headings used are numerous, as they cover the entire field of knowledge, although unfortunately they are not standardised, but depend to a large extent upon the person making the entries. Cross-references are practically unknown, so that the material must be put under every conceivable heading that comes to the mind of the cataloguer. A photograph showing a football match is represented under each of

the following headings: football, sport, name of each team, name of ground, town, and county, subject of picture (such as, dribbling, tackling, heading, etc.); the name of each player represented in the photograph, and anything else that may appear to be of interest. Should the cataloguer omit any of these particulars, valuable material may be overlooked owing to the lack of references to synonymous titles.

Subject headings are needlessly duplicated and much extra work thereby involved. For instance, entries are frequently duplicated under CHRISTMAS and XMAS, while singular and plural headings are used indiscriminately for subject entries, such as, GOOSE and GEESE; and MOUSE and MICE.

Lloyd George appears under LLOYD and under GEORGE, and no attempt is made to adopt one form and refer from the other. Of course the human element must be considered when one states that entries are made under all of the headings. It is unavoidable that many are frequently overlooked, so that the success of the catalogue depends to a large extent upon trial-and-error.

In a library of this type it is essential that details of the photographs should be absolutely correct. This is particularly so when personalities are represented, and where a large number are grouped together it is necessary to record on the card for each person his or her exact position. Naturally, the photographers procure as much information as possible with the photographs; nevertheless great care must be exercised when accessioning the results.

The actual particulars that appear on each catalogue card are, the subject heading, the story and details of the specific photograph, and the accession number, by means of which the negative is traceable. All the cards

are written by hand, and filed in a motley array of cabinets arranged to a height of about seven feet, the top ones of which are only accessible by means of ladders. Each person sorting the cards into the catalogue uses his or her idea of alphabetisation, and the results are far from satisfactory.

This library is typical of many libraries functioning in the hands of an unqualified staff. It gives satisfaction because better service must be experienced to be appreciated, and the reorganisation of these libraries would greatly enhance their value to the businesses of which they are integral appendages.

It is to be deprecated that in this library and many similar institutions there is no sharp distinction between the business and the library staffs. The library requires the whole-time uninterrupted services of at least two trained assistants, and the solution of this problem would precipitate the reorganisation of the system. Standardised subject headings, and the introduction of cataloguing methods as understood by trained librarians, would do much to increase the value of one of the most important sections of any photographic business.

The library attached to Messrs. Fox Photos Ltd. is not an exception among business libraries, but is an example of the circumstances to be encountered in many libraries of this type, where, until recent years, the employment of trained librarians has been the exception rather than the rule. It will be appreciated that the above is intended as a fair criticism of the methods employed in this library, in which the writer has had a certain amount of experience, and it is believed that the suggestions embodied in this chapter would enhance the already high reputation of this particular library.

CATALOGUING IN COMMERCIAL AND  
TECHNICAL LIBRARIES



## NOTES

## CHAPTER XVIII

### COMMERCIAL AND PATENTS LIBRARY, BIRMINGHAM PUBLIC LIBRARIES

THE Commercial Library contains 5,700 items to which about 700 are added annually, and the Patents Library 18,000 items, annual additions amounting to approximately 350.

The dictionary catalogue is based on the rules used in the compilation of the London Library Catalogue, but much fuller entries are made, and there are more analytical entries. The following details are given: author; title; pp. if less than one hundred; portraits; illustrations; maps; facsimiles; diagrams; tables; volumes; and size is indicated by duo, 8vo, 4to, or fol. as the case may be.

Articles or paragraphs of importance are indexed under subjects on coloured cards. In addition, a subject index of sources of information contained in the periodicals has been compiled.

### TECHNICAL LIBRARY, BIRMINGHAM PUBLIC LIBRARIES

There are approximately 13,000 books excluding periodicals in this Library, and the same source of information is used for compiling the card catalogue as in the Commercial and Patents Library. The classified catalogue is arranged according to the Dewey scheme with modifications, chiefly taken from the Universal Decimal Classification.

The books are first catalogued on slips by the

Reference Library cataloguing staff, but the cards are typed in the Technical Library from the slips together with the books, alterations being made to conform with the practice in this library.

Author and subject indexes are made to the classified catalogue, the latter especially being particularly thorough. Usual details appear on the entries, and place of publication is only given if not London. All the books in this library also appear in the main Reference Library catalogue, which is in dictionary form.

#### COMMERCIAL AND TECHNICAL LIBRARY, LEEDS PUBLIC LIBRARIES

Although attached to a public library, this department does its own cataloguing. With a stock of 20,000 and an approximate annual increase of 1,000, it is essential that a library devoted to commercial and technical publications should apply different methods to those in use for more general collections.

No special cataloguing code is followed, but modifications and amplifications of many are in use. For the subject headings the "Industrial Arts Index" is followed in the main, although common sense and experience determine many of these headings. Author and subject catalogues on cards are provided, different coloured cards being used for various forms of literature, i.e. white cards for books, buff for pamphlets, blue for Government publications, salmon for trade catalogues and brown for cuttings. All these special features are indexed separately in addition to being co-ordinated in the general catalogue.

Periodical indexing is done on mimeographed cards bearing details of the periodicals, except the volume,

621.06 IN 7		<p>Proceedings of the Institution of Civil Engineers. Vol. 1, 1935-36, pp. 49-66. <i>Sudan railways, 1925-1935 ; by H. D. Bindley.</i></p> <p>○</p>
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Leeds Public Libraries. The portion up to and including the word "Vol." is mimeographed.

P.76 Class No.	Date of Purchase	Accession No.		
Author  Title				
Place of Publication	Publisher	No. of Vols.	Date	Price

Stock card of Leeds Public Libraries.

date, and particulars of the entry, which are typed in. Author entries are not made for periodical literature.

This library discards periodically, but sparingly, and to ensure that all subject entries are withdrawn with the books, lists of these entries are included on the backs of the stock cards. In most libraries these lists are to be found on the backs of main entries, and as the stock card of this library may be found of interest, a sample is included.

#### BRITISH NON-FERROUS METALS RESEARCH ASSOCIATION LIBRARY, LONDON

Incorporated in January, 1920, "with the object of providing for the British Metal Industries a co-operative Research Organisation under the Department of Scientific and Industrial Research," the British Non-Ferrous Metals Research Association is intended to serve as an intelligence bureau and a research centre.

The provision of a Library and Information Bureau was considered of primary importance, and a select, but adequate reference library has been built up which now consists of about 20,000 books and pamphlets, with an approximate annual increase of 1,500 items. The chief difficulties that the cataloguer encounters in a library of this type, is the enormous amount of pamphlet material. This is often of only passing interest, and the library discards at approximately five-yearly intervals.

The Anglo-American Code is in use, but the entries simplified, only author, title, date and classification number being included. Both author and alphabetico-classified (i.e., alphabetic subject with alphabetic subdivisions) catalogues are provided on cards, and lists of additions to the library are inserted in the Association's monthly Bulletin.

It is not the policy of this library to amass an exhaustive collection of material devoted to its subject, but rather to fill in gaps in available sources of information in the district.

Analytical cataloguing is of vital importance in this, as in all technical libraries, for information of great value is often contained in periodical literature.

#### SOURCES OF FURTHER INFORMATION

RIDLEY, ARTHUR F. Special libraries and information bureaux. . . . *Library Association Record*, N.S., 3, 1925, pp. 242-55. (Pp. 248-52 deal particularly with this Library.)

#### ANDERSONIAN LIBRARY, THE ROYAL TECHNICAL COLLEGE, GLASGOW

Approximately 25,000 volumes and 2,000 pamphlets are contained in this library to which about 400 items are added each year. The stock is of a highly specialised technical nature, and many of the books can only be classified by those with an expert knowledge of the subject concerned. The heads of the departments decide under which headings and sub-headings the books are to be classified, and these determine to a certain extent, the subject headings for the catalogue. This is in card form, and of the dictionary type, author and subject entries being included. In addition to the heading, only title, translator or editor, volumes, date of publication, edition, and number in the accession book are recorded on each entry.

As in most technical libraries, periodical discarding is the rule, for there is room only for the latest information.

#### COMMERCIAL LIBRARY, GLASGOW

Approximately 3,000 volumes are housed in this library to which about 350 are added each year.

The Anglo-American Code is used in the compilation of the dictionary and classified card catalogues, the latter being arranged according to the Dewey scheme of classification.

METROPOLITAN-VICKERS ELECTRICAL CO. LTD.,  
RESEARCH DEPARTMENT LIBRARY, MANCHESTER

In addition to approximately 2,600 books, a large collection of pamphlets increasing at the rate of 300 per annum, and about 330 current periodicals are housed in this library.

The Anglo-American Code is used in the compilation of the author and classified catalogues, the latter being arranged according to the Universal Decimal Classification. Both catalogues are in card form, and in addition to the usual information, the contents of books are noted on the cards.

An alphabetical card catalogue of periodicals is maintained separate from the main catalogue, and a typed catalogue of these arranged alphabetically under broad subject headings, has been prepared.

The Research Department issues a *Technical News Bulletin* which includes abstracts of articles of interest appearing in periodical literature, and is circulated to those interested. Entries are arranged so that they can be cut up, mounted on cards and filed. A subject index is provided each week, being arranged according to the Universal Decimal Classification, and the abstracts themselves bear the appropriate classification numbers.

NORTH STAFFORDSHIRE TECHNICAL COLLEGE LIBRARY,  
STOKE-ON-TRENT

This library contains in addition to the College Library, those of the North Staffordshire Institute of



Mining Engineers, and the Ceramic Society. Approximately 17,000 volumes are shelved, to which about 450 are added every year, and these deal with mining, engineering, chemistry, physics, optics, pharmacy and all subjects taught at the College, ceramics forming the largest section.

Both author and classified catalogues are compiled, and only brief details are recorded on the card entries.

Articles in periodicals of interest to the Ceramic Society are abstracted, and published in the monthly *Transactions* of the Society.

A printed catalogue of the Ceramic Library appeared in 1925, and a supplement was issued in 1930.

#### SOUTH EAST ESSEX TECHNICAL COLLEGE LIBRARY, DAGENHAM

This library is only about two years old, the contents consisting of 2,000 items, and annual additions have amounted to considerably more than they are likely to when the collection has been built up. The Anglo-American Code is followed for the compilation of the author and classified catalogues, but no added entries are made for joint authors, editors, illustrators, etc. The entries in the author and classified catalogues are identical, only arrangement being different, and the Dewey scheme is used for the latter type of catalogue, and the books. Full details are given on all catalogue entries.

#### WIGAN AND DISTRICT MINING AND TECHNICAL COLLEGE LIBRARY

The library contains approximately 5,100 volumes, to which about 220 are added each year. The Anglo-American Code slightly modified is followed for the

compilation of the classified card catalogue, to which both author and subject indexes are provided. The Universal Decimal Classification is followed for the arrangement of the books and the catalogue.

The usual details are included in the main catalogue, while the author index gives brief author, title and date only. Analytical entries are sometimes made for the classified catalogue, and included in the author index.



CATALOGUING IN LIBRARIES OF  
NATIONAL IMPORTANCE, INCLUDING  
THE BODLEIAN LIBRARY

## NOTES

## CHAPTER XIX

### THE BODLEIAN LIBRARY, OXFORD

ALTHOUGH strictly speaking a university library, the Bodleian is even more worthy of note as being second in size only to the British Museum. The continuous history of the Library dates from 1602, and having been for over three hundred years a library of deposit, and still enjoying this privilege under the Copyright Act, its stock of about a million and a half volumes is of incalculable value. Much material not to be found at the British Museum is housed in this library, which incidentally comprises the Radcliffe Camera in addition to the old Bodleian Library building. Of recent years it has been very cramped for space, and this cannot be wondered at considering 64,402 items were received in the year 1936-7. The new building that is rapidly taking form presents a façade worthy of housing this distinguished collection of books, and the difficulty of providing space for accessions will be solved for some time to come.

At the present time, ten persons are engaged partly in dealing with current accessions, and partly with the revision of the Bodleian *Rules for the general catalogue of printed books*. These rules were first drawn up in 1882, and have been revised several times since that date, and although no other library mentioned in this book is recorded as having adopted this code, it is worthy of consideration. Although based on the Anglo-American

**COOLEY** (Hollis Raymond). *For* Introduction to mathematics *see* **INTRODUCTION** 1938, **Radcl.**

**BOWER** (Frederick Orpen). Sixty years of botany in Britain, 1875-1935. Lond., 1938, cm. 22. [**Radcl.**]

**FENNEMAN** (Nevin Melcanthron). Physiology of eastern United States. 1st ed. New York &c., 1938, cm. 22. [**Radcl.**]

**COTTON** (Harry). Electrical technology. 3rd ed. (Engin. degree ser.). Lond., 1938, cm. 21. [**Radcl.**]

**SIMSON** (Eric Andrew). Mushrooms on toast, by Laurence Kirk. Lond., 1938, cm. 19 **25613 e. 13691**

**CLEVELY** (Hugh). Archer plus twenty. Lond. &c., 1938, cm. 18. **25613 e. 13690**

**BIBLE misc.** *For* Scribes and correctors of the Codex Sinaiticus *see* **MILNE** (Herbert John M.) 1938, **1043 d. 24.**

**LOCKHART** (Laurence). Nadir Shah. Lond., 1938, cm. 24. **24589 d. 22**

**NADIR KULI KHAN** *shah of Persia.* *For* Nadir Shah *see* **LOCKHART** (Laurence) 1938, **24589 d. 22.**

**SHAPIRO, VALLENTINE AND CO.** Valentine's Jewish encyclopaedia, ed. by A. M. Hyamson and A. M. Silbermann. Lond., 1938, cm. 22. **958 d. 2**

**HYAMSON** (Albert Montefiore) *ed.* *For* Valentine's Jewish encyclopaedia *see* **SHAPIRO, VALLENTINE AND CO.** 1938, **958 d. 2.**

**WENZ-VIËTOR** (Else). My farmyard. Lond., [1938], cm. 18 × 22. **252 e. 614**

Code, constant revision has rendered it up-to-date, and it shows appreciation of modern practical requirements.

The author catalogue is in scrap-book form, as at the British Museum. Entries are printed in sheets approximately 20 by 12½ inches, each sheet bearing details of about seventy-five books, and these are cut up and pasted into the catalogues. On account of the enormous number of annual additions, the entries are as brief as possible, and a portion of a sheet is included to indicate the layout of the material. A printed catalogue of the Library is in preparation, and will be welcomed by all interested in bibliography.

#### SOURCES OF FURTHER INFORMATION

Among the wealth of information dealing with this library, the following is selected as giving a brief history, and is written by Bodley's Librarian.

CRASTER, H. H. E. The Bodleian and its present problems.  
*Library Association Record*, 3rd ser., 2, 1932, pp. 137-43.

Details of earlier catalogues are contained in,

HASKINS, SUSAN M. Some ventures in cataloging at the Bodleian Library. *Catalogers' and Classifiers' Yearbook*, 7, 1938, pp. 40-54.

WHEELER, G. W. *The earliest catalogues of the Bodleian Library*, 1928.

#### THE NATIONAL CENTRAL LIBRARY, LONDON

This library houses numerous catalogues, but they are more aptly termed "finding lists," for bibliographical detail is disregarded, and only the information necessary to trace individual books is recorded on the catalogue entries. Author, title and date are essential, and little else is given except the markings necessary to determine in which libraries the books are to be found.



The books actually housed at the National Central Library are included in both author and classified catalogues, the latter being arranged according to Dewey. On the author entries, author, title, date, publisher and price are given, the two latter details being useful when new copies are required. The lower half of each card is ruled into sections in which accession numbers are recorded, these indicating the number of copies in the Library.

The London Union Catalogue of books in the London Public Libraries, is composed of cards bearing author, title and date only, and abbreviations of the names of the libraries covered by the catalogue are printed on the lower half of each card. Those in which the book recorded is stocked, are underlined.

The Union Catalogue of the Outlier Libraries is also on cards, and these are supplied by the outlier libraries themselves. In the same catalogue are incorporated entries for books located by the National Central Library which are not represented in one of the union catalogues.

The Regional Bureaux union catalogues are in sheaf form, and these are being amalgamated into one alphabet. The Regions are represented by different colours, and the cataloguing details on the cards vary to a slight extent, but the main purpose of the catalogue is to trace books, and this is easily effected by means of the most simple entries possible.

Catalogues are of utmost importance in tracing books and the National Central Library is very rich in this material, sheaf and card, and printed catalogues of other libraries being well represented. It is also interesting to record that a complete set of the Library of Congress cards is housed here, which is kept up to date, and used in connection with the Bureau of American

Bibliography. This is the only set available in this country.

In a paper read at the Thirteenth Annual Conference of ASLIB, held in 1936, Colonel Luxmoore Newcombe<sup>1</sup> provided details concerning the compilation of union catalogues giving information regarding cost, and the use being made of these compilations. This indicates the remarkable growth of the services rendered by the National Central Library since its inception, and the value of union catalogues is clearly indicated.

#### SOURCES OF FURTHER INFORMATION

NEWCOMBE, L. *Library co-operation in the British Isles*, 1937.  
PAFFORD, J. H. P. *Library co-operation in Europe*, 1935.

#### IRISH CENTRAL LIBRARY FOR STUDENTS, DUBLIN

Approximately one thousand books are added annually to the stock of 25,000 volumes forming this library.

The Anglo-American Code is followed in the formation of the classified catalogue, arranged according to the Dewey scheme of classification. There is an author index to the catalogue.

The card entries bear the usual full details, place of publication being given only if printed outside Great Britain and Ireland.

#### NATIONAL LIBRARY FOR THE BLIND, LONDON

A library devoted to the use of the blind presents numerous problems without considering the cataloguing of the material, although this aspect is of interest to cataloguers, but happily not applicable on this scale to many libraries. About 200,000 volumes including

<sup>1</sup> Union catalogues, national and regional; their preparation and utilisation.

music are housed in the National Library for the Blind,<sup>1</sup> and 600 new books running into 2,280 volumes are added annually, in addition to 3,200 duplicate volumes. Some idea of the bulk to be considered in this library may be gleaned from the fact that Gibbon's *Decline and fall of the Roman Empire* runs into 39 volumes, each 14 by 10½ by 2 inches, and weighing about 4 lb.; Morley's *Gladstone* is in 27 volumes, and Dickens' *Pickwick Papers*, in 12 volumes.

The card catalogues can more properly be termed indexes, entries being made under author, title and subject and arranged separately. These catalogues are also provided in Braille and Moon types, the former running into five large volumes.

The details on the entries are the simplest possible, consisting of author, title and number of volumes, explanatory sub-title and date of publication being included where necessary.

#### NATIONAL LIBRARY OF IRELAND, DUBLIN

This library which is privileged by receiving Irish books under the Copyright Act, contains about 400,000 items, to which approximately 8,000 books are added each year. The code in use for cataloguing this material is similar to that of the British Museum, and the entries are printed in sheets, cut up and pasted into folio volumes, space being left for additions. The author catalogue is in 460 volumes, while the subject catalogue consists of 80 of these books. Full details are supplied in the entries, and there are several printed catalogues. Since 1930, a *List of books deposited in the National Library of Ireland under the Copyright Act* has been published biennially. The following are also of

<sup>1</sup> A brief description of the reconstruction of this library will be found in, *Library Association Record*, 4th ser., 2, 1935, pp. 569-71.

interest: *Bibliography of Irish philology and of Irish literature*, 1913, by R. I. Best; *Bibliography of Irish History, 1912-1921*, 1936, by J. Carty; *List of scientific periodicals in Dublin Libraries*, 1929; and *Catalogue of engraved Irish portraits and of original drawings* by R. M. Elmes, 1938.

#### NATIONAL LIBRARY OF SCOTLAND, EDINBURGH

This library houses approximately one million volumes, to which the author card catalogue is compiled according to the British Museum Rules. It has printed a catalogue of the library entitled, *Catalogue of the printed books in the Library of the Faculty of Advocates*, 6 vol. and Suppl., 1867-79, that being the title under which the library was formerly known.

#### LIBRARY OF THE NATIONAL MUSEUM OF WALES, CARDIFF

The Anglo-American Code is followed in the compilation of the author and classified card catalogues to the approximate stock of 37,000 volumes, one thousand items being added annually.

The Brussels expansion of Dewey, now known as the Universal Decimal Classification, is used for the arrangement of the books and the classified catalogue, but books on the Fine Arts are classified according to the Metropolitan Museum of Art scheme.

#### SCOTTISH CENTRAL LIBRARY FOR STUDENTS, DUNFERMLINE

The 20,000 volumes with annual additions amounting to approximately 1,200, forming this collection are used by students, only a postal service being given. Both author and classified catalogues are compiled in accordance with the Anglo-American Code, and are in

card form for use in the library. A classified catalogue was printed in 1931, followed by a supplement in 1937, and only these can be used by borrowers. They are arranged by the Dewey scheme of classification, and details in the entries consist of author, title, edition, series and date.

SIGNET LIBRARY, EDINBURGH (LIBRARY OF THE SOCIETY  
OF WRITERS TO HIS MAJESTY'S SIGNET)

This library of 150,000 volumes is rich in incunabula and broadsides, while Church History and early Scottish literature are well represented. The collection of law books of all countries is of primary importance, and 1,000 additions are recorded each year.

The cataloguing code in use for the compilation of the author card catalogue, is based on the Anglo-American and that used in the British Museum. A subject index to the catalogue is compiled, and this includes articles of importance in periodical literature.

The last printed author catalogue, complete with subject index, appeared in 1898, but since then, annual lists have been published.

# CATALOGUING FOR POLYTECHNIC AND SCHOOL LIBRARIES

## NOTES

## CHAPTER XX

### CATALOGUING FOR POLYTECHNIC AND SCHOOL LIBRARIES

THERE is little useful information available on polytechnic and school libraries, but the latter type in particular is likely to improve considerably as a result of the formation of the School Libraries Section of the Library Association.

Generally speaking, polytechnic libraries cover the subjects taught in the institutions to which they are attached, and also have a selection of fiction. Some are entirely for reference purposes, but others attempt to provide books for home use. Cataloguing should be simple but accurate, and a subject catalogue, in addition to that devoted to authors, is of value. Details presented on the entries should be reduced to a minimum, and the following examples give some idea of the work being done in these libraries.

#### NORTHERN POLYTECHNIC LIBRARY, HOLLOWAY

About 300 volumes are added annually to the 7,300 items (including bound periodicals), housed in this library. The Anglo-American Code is followed in the compilation of the catalogues. Author and title catalogues in sheaf form are provided to the fiction and plays contained in the loan section, while the remainder of this collection, together with the stock of the reference library are contained in a classified card catalogue,



to which author and subject indexes are provided. The Dewey system is used for the arrangement of the books and the classified catalogue.

#### NORTH-WESTERN POLYTECHNIC, LONDON

This library has been in existence only since 1929, where it was first opened as a reference library. Later its scope was extended to cover the loan of books, and the stock now covers all the subjects taught at the Polytechnic. There is no fiction, but technical and reference books amount to 2,500 volumes. The Anglo-American Code is followed in the compilation of the author card and the classified sheaf catalogues, to which a subject index will probably be made, also on cards. The main entries are found in the classified catalogue (which is arranged according to the Dewey scheme) and are very full. Only details of author, title, date, accession and classification numbers appear on the author entries.

School libraries are still in their infancy, and the methods of cataloguing and classifying are in many cases very primitive. Furthermore, a large proportion of these libraries fail to differentiate between cataloguing codes and schemes of classification. This fact accounts for the inadequacy of the entries for individual libraries included in this chapter, although many school librarians provided abundant information.

All school libraries should have catalogues, and they might be compiled to advantage according to the simplified rules suggested in the book written by Miss Monica Cant.<sup>1</sup> In this publication the author advises the provision of author and subject catalogues, either

<sup>1</sup> *School and college library practice* (1936). Cataloguing is dealt with on pp. 88-104.

separate or combined. Title entries are also popular in these libraries, and are sometimes filed separately; these three types of catalogue could be combined in dictionary form to advantage, for the amount of material to be considered is not excessive.

Catalogues should not be elaborate, but should nevertheless be accurate, and only details of author and title, with date in the case of non-fiction, should be required on entries. Cards are useful for these catalogues, and are popular, but a few libraries retain the manuscript book form. The need for simplicity cannot be too strongly emphasised, but the need for guidance in the organisation of school libraries, is very real, and those frequenting these libraries can derive more benefit from their use if conducted on the principles evolved in the larger systems.

#### BEDALES MEMORIAL SCHOOL LIBRARY, PETERSFIELD

There are approximately 14,000 volumes in this library, to which about 150 are added every year. Details of author, title, publisher, date and source are recorded in the accession book, but the catalogue entries contain only author and title, with date of publication on author entries. Separate card catalogues are maintained for author, title, and classified entries, the latter being arranged according to Dewey. There are separate catalogues for music and gramophone records, these being filed alphabetically under composers.

#### BEDFORD HIGH SCHOOL LIBRARY

The Anglo-American Code is followed for the compilation of the catalogues to the 6,000 volumes forming this collection, to which approximately 100 books are added annually. The author entries are in card

form, except those for History, these being included in a sheaf "name" catalogue. There is also a classified card catalogue to this section, arranged by Dewey, and other subjects are to be provided with this type of catalogue. Very full details are provided in the entries.

#### BIRKENHEAD SCHOOL LIBRARY

The very simplest form of catalogue is made to the 5,000 books in this library, to which about 300 are added each year. Author and title, in addition to shelf-mark are the only particulars to be found on the cards, but the library is well used and appreciated. In small collections such as this, catalogues containing barest details are found adequate, and time spent on exhaustive cataloguing is wasted.

#### CHELTENHAM LADIES' COLLEGE LIBRARY

This library has the advantage over most other school libraries in the fact that it is supervised by a trained librarian. The home of the Cheltenham Classification, this library can be set as an example of the success of library methods as applicable to schools, these having been recorded to a large extent in the book written by Miss Monica Cant, the Librarian of this library.<sup>1</sup> The section on cataloguing is extremely useful, and the simplified rules recorded there have been followed in the compilation of catalogues to the 13,000 volumes forming the main library of this collection, to which about 400 items are added *per annum*. These rules are based on the Anglo-American Code.

The London Library Subject Index is followed in the compilation of the subject sheaf catalogue, which contains many analytical entries. The author entries

<sup>1</sup> *School and college library practice* (1936).

are in card form, and the details included are moderately full.

### ETON COLLEGE, SCHOOL LIBRARY

About 250 annual additions are recorded to this collection of approximately 15,500 volumes. The Anglo-American Code is followed in the formation of the catalogue, which until recently was in loose-leaf form, arranged as a shelf-list. Card catalogues devoted to authors and subjects have been commenced, and the main author entry bears details of author, title, publisher, date, pp., and size in cms. The subject entry includes heading, author, title and date.

### HUNTINGDON GRAMMAR SCHOOL LIBRARY

Containing little more than one thousand books, this library has only recently been re-organised and the collection is being built up. A card catalogue is in preparation, entries containing barest details. Books may be taken away for home use.

### QUEEN ELIZABETH'S GRAMMAR SCHOOL, ASHBOURNE

An author card catalogue is compiled to the 1,500 books housed in this library, the stock being augmented by the loan of 100 fiction and 100 non-fiction from the county library.

Author and title only are given on the entries, together with classification number in the case of non-fiction.

### ROEDEAN SCHOOL REFERENCE LIBRARY, BRIGHTON

Three card catalogues are compiled to the 5,000 volumes in this library. Author, title, and entries

classified according to Dewey, all have separate catalogues, and the following details are given on the main entry: author, title, place and date of publication, size, classification and accession numbers.

#### TEMPLE READING ROOM, RUGBY SCHOOL

The stock of 10,500 volumes forming this collection covers most subjects, and about 170 books are annually added to the library. The author card catalogue is composed of entries bearing author, title and classification number only, and title entries are made for History and Biography.

#### WILLIAM ELLIS SCHOOL LIBRARY

This library of about 5,000 volumes has only recently been organised, and a subject catalogue will probably be made to supplement the existing author and title catalogue. These two forms of entry are filed together, and are typed on cards. Only author and title are given on the entries, but these will probably be amplified later.

CATALOGUING IN OTHER SPECIAL  
LIBRARIES

## NOTES

## CHAPTER XXI

### HUGH FREDERICK HORNBY ART LIBRARY (LIVERPOOL PUBLIC LIBRARIES)

THIS library is of special interest owing to the fact that it is "dead." We hasten to explain that the collection is very much alive to enquirers, but that it is a collection to which no additions are made. It is the paradise that cataloguers dream of, where no new material continually arrives, demanding immediate attention, where the shelving space never becomes cramped, nor the catalogue exceed its bounds. Here one can catalogue to keep, making fullest entries, printing catalogues that will not become out of date owing to new additions to the library, and the cataloguer may give full expression to his art, secure in the fact that permanency decrees that exhaustiveness and accuracy alone are necessary to perpetuate the resultant catalogue.

The library contains 8,000 books, 8,000 prints and 3,000 autograph letters. An author catalogue was published in 1906, which, of course, is still in use. The entries are complete to a minute degree,<sup>1</sup> and a portion of this catalogue is included by kind permission of Mr. J. F. Smith, the Chief Librarian of Liverpool Public Libraries (p. 209).

<sup>1</sup> Mr. H. V. A. Bonny has written an article giving information on cataloguing books for bibliographies (i.e. to differentiate between editions), and this would be of value in a library of this type. See *Cataloguing for a bibliography*. *Library Association Record*, 39, 1937, pp. 249-51.



There is an index of artists and engravers referring one to the author entries; anonymous works are entered under titles, and there are title references from some outstanding titles to the main entries. In the same sequence as the author entries, the headings BOOK PLATES, KELMSCOTT PRESS PUBLICATIONS, PORTRAITS, etc., are included. Entries consist of, heading, full title, edition, volumes, size (i.e., 8° etc.), place of publication, publisher, date, pp., number of illustrations, plates, etc., and annotation. This latter usually gives bibliographical details.

The engravings, etchings, etc., are indexed on cards under names of engravers and artists, and under titles, but a fuller catalogue is being compiled in sheaf form. The slips will be arranged by the names of the engravers, and details will include the name of the artist, title, process inscription, state (e.g., artist's proof on vellum) and the location. There is also an index to portraits, arranged alphabetically by subjects, in sheaf form.

Autograph-letters are indexed under the names of letter-writers in alphabetical order, entries being typed on quarto sheets and bound.

Liverpool Public Libraries also house a collection of about 20,000 bookplates, of which a catalogue is in course of compilation. This will consist of main entries under the names of the owners of the plates, with index entries for styles, engravers and designers, Liverpool plates, and dated plates. Suitable cross-references will be given in the main portion of the catalogue, from forms of entry not adopted.

The descriptive part of the entry will include the style, motto, verse, etc., owner's name and details of him given as on the bookplate, and the date, this being included in brackets if not taken from the material

## WALTON, IZAAK.

The lives of Dr. John Donne, Sir Henry Wotton, Mr. Richard Hooker, Mr. George Herbert written by Izaak Walton ; to which are added some letters written by Mr. George Herbert, at his being in Cambridge, with others to his mother, Lady Magdalen Herbert, written by John Donne, afterwards Dean of St. Paul's. 1st edition. sm. 8°. London (pr. Tho. Newcomb for R. Marriott) 1670: pp. [xii], 88, 79, 140, 104, 4 portraits.

The four portraits, etched on copper, are : Donne, by Lombart ; Wotton, by W. Dolle ; Hooker, by W. Dolle ; and Herbert, by R. White. Each of the lives has separate title and pagination.

The lives of Dr. John Donne, Sir Henry Wotton, Mr. Richard Hooker, Mr. George Herbert, and Dr. Robert Sanderson ; to which are added, the autographs of those eminent men, now first collected ; an index, and illustrative notes [by John Major; with engravings and portraits.] Large paper : India proof plates. 8°. London (J. Major) 1825: pp. xviii, 504, pl. 11.

The 52 wood-cuts in the text are engraved by T. Mosses, H. White, W. Hughes, and G. W. Bonner after drawings by R. Thomson, J. P. Neale, W. H. Brooke, &c. The copper-plates are engraved by C. Heath, W. R. Smith, J. Mitchell, C. Rolls, and J. Romney, after paintings by Stephanoff, A. Cooper, R. T. Bone, R. C. Leslie, &c. The portraits are : Donne, eng. by W. Bromley ; Wotton, eng. by W. Finden ; Hooker, eng. by F. Engleheart ; Herbert, eng. by A. W. Warren ; and Sanderson, eng. by W. Raddon.

The complete angler ; or, the contemplative man's recreation, by Isaak Walton ; [with cuts.] A fac-simile reprint of the 1st edition published in 1653. sm. 8°. London (Elliot Stock) 1876: pp. x, xvi, 246.

Original title reads, ' The compleat angler ; or, the contemplative man's recreation : being a discourse of fish and fishing, not unworthy the perusal of most anglers.' London (pr. by T. Maxey for Rich. Marriot) 1653.

being catalogued. Annotations will indicate the presence of watermarks, colours, signatures of artists, etc. Much information regarding this interesting material, including a brief history, is contained in an article by Mr. Reginald Bioletti, the Librarian of the Hugh Frederick Hornby Art Library.<sup>1</sup>

*The Local History collection at Liverpool is extremely rich in material, and a printed catalogue was issued in 1908. This is divided into twenty-four sections, such as: (1) History and materials for history (arranged alphabetically by authors), (2) Liverpool charters (chronologically), (3) Arms, seal, coins, etc., (4) Siege of Liverpool, etc., (5) Notable events, Royal visits (chronologically), etc. Since 1908 this has been kept up to date on cards following the same arrangement. Items of local interest in books and magazines are indexed under specific subjects, and portraits, illustrations and maps are indexed as particular items, special attention being paid to size, artist, and method of reproduction. A separate entry is made for books locally printed, or by local authors.*

The Music Library contains approximately 10,000 volumes, covering classical as well as modern schools. Full scores and band parts for the largest orchestra are housed, and up to 200 copies of some 150 part songs, in addition to the usual types of music to be found in libraries of this description. A printed catalogue to this collection was issued in 1933, being arranged on the dictionary principle. Works are entered under composer's or author's name and the subject, while title entries are included if distinctive. Instrumental works are also entered under the instrument for which they are composed. The literature of music has been incorporated in the individual headings, biographies

<sup>1</sup> Ex libris. *Library Association Record*, 39, 1937 pp. 100-4

and criticisms of a composer following his works. Additions to this catalogue are in sheaf form, and the Music Library at Liverpool Public Libraries is undoubtedly one of the best in the country, approximately 500 works being added every year.

### THE LONDON LIBRARY

This library was declared open on May 24th, 1841, and its formation was due largely to the efforts of Thomas Carlyle. Although strictly speaking a subscription library, this institution has benefited many other libraries by means of its printed catalogues. The Author Catalogue appeared in two volumes, 1913-14, and supplements 1914-20, and 1920-8 were published in 1920 and 1929 respectively; the Subject Index, 1909, has supplements 1909-23, issued in 1923, and that covering 1923-38 appeared in 1938.

The general plan and arrangement of the British Museum Catalogue is followed, although several unique features are presented. In the arrangement of the entries, modified vowels are treated as simple a, o, u, and where headings consist of Christian names, with distinctive titles, epithets, etc., the prepositions are neglected in alphabetisation, e.g.,

JOHN, *king of Abyssinia.*  
JOHN, *of Alexandria.*  
JOHN, *king of England.*  
JOHN, *of France.*

Books with authors represented by initials are treated as anonymous, and references are only made from editors and translators when the work is difficult to find under its own title, or when exceptionally important.

In many cases words are abbreviated to a considerable extent, in order to cut down the cost of printing, for approximately 450,000 volumes are stocked, 8,000 being added each year. Accessions are catalogued on cards until another supplement is printed.

Several libraries follow the printed catalogues of this library for the adoption of headings in their own catalogues, and the London Library Catalogues are the source of much bibliographical information, being particularly appreciated by those libraries housing collections that might be called "general."

#### HORNIMAN MUSEUM AND LIBRARY, FOREST HILL, LONDON

This library contains chiefly works devoted to anthropology, ethnography, technology and British archæology, and is probably the only library in this country where such a complete collection of works on anthropology is open to the public. It contains approximately 12,000 books, periodicals and pamphlets, 300 items being added annually.

A modification of the Anglo-American Code is used in the compilation of the author card catalogue, to which there is a subject index. This is supplementary to catalogues printed in 1905 and 1912, the latter being a supplement to the former. The *Handbook to the Library* (1905) is arranged alphabetically according to subjects, and only author, title and date of publication are given. An author index, merely providing name and reference to the subject number in the main catalogue, is included, followed by a list of periodicals received in the library. The *Supplement* issued in 1912 and bound with the former edition, is in dictionary form, and includes periodicals arranged under titles, or publishing societies when so issued. Fuller details

are recorded in this *Supplement*, and a sample page is included on page 215 by kind permission of Mr. L. J. P. Gaskin, the Librarian. Place of publication is omitted if London. Although out of date, this printed catalogue is of interest to cataloguers on account of the date of its publication, for it is typical of a pre-war catalogue.

Important articles in periodical literature are included in the subject index, and there are many rare books in the library that cannot be fully catalogued upon cards. It is probable that a handbook describing these will be issued, and the librarian has described some of this material in various articles, two of which are of special interest.<sup>1 2</sup>

A shelf-list is maintained in sheaf form, but is not for public use.

Information on libraries devoted to the subject forming the major part of this collection will be found in an article published by Mr. L. J. P. Gaskin, which includes notes on cataloguing.<sup>3</sup>

#### BELFAST LIBRARY AND SOCIETY FOR PROMOTING KNOWLEDGE

(LINEN HALL LIBRARY, BELFAST)

Between two and three thousand volumes are added each year to this collection of approximately 100,000 volumes.

A dictionary catalogue is compiled on cards for the general stock, while printed catalogues are available to

<sup>1</sup> Gaskin, L. J. P. Catlin's "North American Portfolio," *Man*, 1936, 56.

<sup>2</sup> Gaskin, L. J. P. On a collection of original sketches and drawings of British sea-anemones and corals by Philip Henry Gosse, . . . in the Library of the Horniman Museum. *Journal of the Society for the Bibliography of Natural History*, Vol. I, 1937, pp. 65-7.

<sup>3</sup> Gaskin, L. J. P. Anthropological and ethnological libraries. *Library Association Record*. 4th Ser., 1, 1934, pp. 193-9.

the Irish Section and the Foreign Section, a quarterly list of new additions also being issued.

### THE BIRMINGHAM LIBRARY

The Anglo-American Code is used in the cataloguing of a stock of about 120,000 volumes to which 2,500 are added annually.

A printed catalogue was issued covering the years 1779-1880, and a supplement 1880-1902. Since that date, entries have been made on cards.

### LEAGUE OF NATIONS UNION LIBRARY

Printed books number 13,000, pamphlets 5,500 and documents (i.e., publications of the League of Nations and the International Labour Office) 6,000 in this library, and 500 books, the same number of pamphlets and 250 documents are received annually.

The Anglo-American Code is used for the compilation of the author and subject catalogues for pamphlets and books, and the subject index to periodicals and documents. Both card and printed catalogues are available.

### LITERARY AND PHILOSOPHICAL SOCIETY, NEWCASTLE-UPON-TYNE

Two thousand five hundred books are added each year to this library of approximately 100,000 volumes. Full entries following the requirements of the Anglo-American Code are compiled for the classified catalogue. This is in card form, and arranged according to the Dewey scheme of classification.

Printed catalogues were published at intervals between 1880 and 1903, the latest, published at that date, being the first printed catalogue in England to be published classified by the Dewey scheme.

**Royal society of London.** Philosophical transactions of the Royal society of London. illus., pl. 30½ cm.

Series A. Containing papers of a mathematical or physical character . . . v. 205-v. 209. 1906-1909. (*Continuing.*)  
208

Series B. Containing papers of a biological character. v. 198-v.200. 1906-1909. (*Continuing.*) 608

— Proceedings of the Royal society of London. illus., pl. 25½ cm.

Series A. Containing papers of a mathematical and physical character. v.76-v.85. 1905-1911. (*Continuing.*)  
208

Series B. Containing papers of a biological character. v.76-v.83. 1905-1911. (*Continuing.*) 608

— A monograph of the horny sponges. By R. von Lendenfeld. 1889. iv, 936 p., 51 pl. 30½ cm. 829

See also **Huggins, Sir W.** The Royal society. [1906.]

**Sachs, Julius von.** History of botany (1530-1860). Authorised translation by H. F. Garnsey, revised by I. B. Balfour. Oxford, 1906. xv, 568 p. 20 cm. 706

**Sande, G. A. J. van der.** Nova Guinea . . . Ethnography and anthropology, by G. A. J. Van der Sande. 1907. See **New Guinea.** Nova Guinea. Uitkomsten der Nederlandische Nieuw-Guinea-Expeditie in 1903 . . . v. 3. Ethnography and anthropology, *etc.* 1907.

**Sandringham.** Arms and armour at Sandringham. The Indian collection presented by the princes, chiefs and nobles of India to His Majesty King Edward VII, when Prince of Wales, on the occasion of his visit to India in 1875-1876; also some Asiatic, African and European weapons and war relics. [With a prefatory note by Sir C. P. Clarke.] 1910. 3 p.l., 55 p., 35 pl. 38 cm. 969

Presented to the library by H.M. Queen Alexandra.

**Sarawak. Sarawak museum.** The Sarawak museum journal. 1911, *etc.* 24 cm. (*Continuing.*) 040



## MANCHESTER EDUCATION COMMITTEE LIBRARY

In addition to the 13,000 volumes forming the main collection of this library, there are approximately 8,000 school textbooks that are at present uncatalogued. These are added to at the rate of about 800 *per annum* and are intended to assist teachers when ordering new books for class use. They are discarded immediately upon becoming out of print, and any catalogue of this material need only contain the barest details, such as author, title, edition and date. The books themselves are available to supply any other information, although it might be of advantage to include the name of the publisher, together with the price, as the latter may not appear in the actual books.

The library was established in 1923 for the use of members of the Education Committee, its teaching and administrative staff, and contains an excellent selection of works devoted to education in its various aspects. The main collection is added to at a rate of about 500 volumes every year, and both author and classified catalogues are compiled. The latter is arranged according to the scheme of classification evolved by Mr. H. E. Bliss, and this is one of the first libraries in the country to adopt it.

The entries include author, title, date, publisher, and number of pages only.

SEAFARERS' EDUCATION SERVICE, SELWYN HOUSE,  
LONDON

Among other services rendered to merchant ships by this society is the provision of crews' libraries, and the educational and recreational value of this aspect cannot be over-estimated. The approximate stock of the Service is 87,000 volumes, to which 8,500 are

added every year, and the catalogues of this collection are confined to the use of the staff at headquarters. An author catalogue is compiled as the books are received, but that devoted to subjects grows somewhat more slowly at such times as a member of the staff can spare to it. The card entries bear the following details: author, title, publisher, date of publication, date of first edition, published price, cost price, and if rebound, the cost of re-binding.

The stock is arranged in accordance with the simple divisions of the Crew's Libraries, as follows : History, Biography and Travel ; Fiction ; Poetry and Drama ; Science ; Miscellaneous ; Special Technical (Nautical). This classification probably influences the headings adopted in the subject catalogue.

#### REFERENCE LIBRARY, SOUTH AFRICA HOUSE, LONDON

The stock of this library of about 3,000 items is comprised of four collections, the Blue Book collection, general reference collection, League of Nations collection, and map collection. Between three and four hundred books are added every year, consisting chiefly of Government publications, these being of great importance in libraries of this type.

The British Museum Code with certain modifications, is used in the compilation of the author card catalogue ; title and subject headings are included in selected cases. The chief modifications of the Code are :

South African official institutions are entered directly under their names (e.g. SOUTH AFRICAN STANDARDS INSTITUTION), as are also learned societies. The heading CONGRESSES is not used, entries being made under the names of the congresses. Similarly, almanacs, calendars and directories appear

in the catalogue under their titles, South African courts are entered under their names (e.g. SUPREME COURT OF SOUTH AFRICA. Transvaal).

Details included on the entries conform with those advocated in the British Museum Code, but names of publishers are given, while size is excluded. The entries are written in pencil on slips, and then typed or written on 4 × 6 inch cards. The pencilled slips are used in the preparation of typed quarterly lists of accessions. In addition to the main catalogue, a card index of new books of South African interest, and one of portraits of South African interest occurring in books in the library, are kept.

SPECIAL LIBRARIES AND THE CATA-  
LOGUING OF SERIAL PUBLICATIONS

## NOTES

## CHAPTER XXII

### THE CATALOGUING OF SERIAL PUBLICATIONS

PERIODICALS are of such importance in special libraries, and their cataloguing presents so many problems, that a chapter dealing with the subject is necessary. By periodicals one must have in mind publications issued at intervals, without a pre-determined end. This last qualification is of significance as it excludes the numerous publications bearing the title, *Handbuch*, for instance, that are published over a large number of years, but are nevertheless not periodicals, as they are confined to a given number of volumes. However, it is sometimes impossible to differentiate between publications issued periodically by societies, and certain other material, and it is policy to include in a catalogue of periodicals all the material likely to be looked for there by an average intelligent person. It is better to include doubtful cases, than to cause extra trouble to readers.

When compiling any catalogue, librarians should bear in mind the fact that these are for the use of readers. Headings should be selected from the borrowers' point of view, for, although cross-references link up headings not adopted with the main entries, these cause much trouble to those urgently requiring information. It will be impossible to please everybody, but librarians should aim at entering the matter under the heading likely to be consulted by the majority of readers. Unfortunately, in an effort to produce perfect

bibliographical tools, the convenience of users has been forced into the background in many libraries, until readers refuse to consult catalogues which they are unable to understand.

Dr. S. C. Bradford has stressed the need for standardisation of methods of cataloguing periodicals, in a criticism of the arrangement of the *World list of scientific periodicals*, and provides striking examples of the difficulty in the use of this reference book.<sup>1</sup> In the same issue of the periodical, Mr. John A. Wilks concludes a most useful paper with the hope that this arrangement will be adopted for all printed catalogues,<sup>2</sup> but as has been pointed out in Chapter XXIV, this arrangement is followed with extreme difficulty by those other than librarians. In the same paper, Mr. Wilks provides an excellent suggestion for the cataloguing of all periodicals under their titles. It is believed that this cannot be improved upon, for to make the main entry under the town in which a society is situated, or under the name of a society, where these do not form part of the title by which a periodical is generally known, is to disregard the requirements of those having to use the catalogue. Mr. C. W. E. Leigh has written an excellent article on this subject as the result of much experience with this material.<sup>3</sup>

Trade journals, issued by publishers for profit, present no difficulty, except that change of title may frequently occur, but it is emphasised that in special libraries the latest title should be that adopted as the main heading, although details of the volumes issued

<sup>1</sup> The cataloguing of publications of societies and corporate bodies *Library Association Record*, N.S. 8, 1930, pp. 177-86.

<sup>2</sup> The cataloguing of periodicals. *Library Association Record*, N.S. 8, 1930, pp. 187-93.

<sup>3</sup> On the cataloguing of serial publications. . . . *Library Association Record*, 3rd ser., 3, 1933, pp. 1-11.

under each title may be included on the appropriate entries. These entries should refer one to former and later titles, but the current title entry should bear details of the entire set. It is recognised that many journals are known familiarly by short titles, initials, or by names of original editors, and cross-references should be plentifully supplied from these, but short of making every heading a main entry, it is impossible to adopt all of these. It is contended that the title appearing on the title-page of the latest published volume should be adopted as the main heading, articles, such as "The " and figures, such as "Fifth," being disregarded. Arrangement should then be strictly alphabetical throughout the title, although discrepancies in spelling words in the same language, such as "Jahresbericht" and "Jahrsbericht" and "Mittheilungen" and "Mitteilungen" might be excepted. These recommendations are provided after a careful study of the *World list*, but more especially of the attitude of research workers to the arrangement of the matter in that work.

To return to publications issued by societies and institutions, it is appreciated that readers consulting these by name must be guided to the adopted heading. Furthermore, it may be difficult to remember whether the periodical published by a society commences with "Journal," "Transactions," "Report," "Annual Report," "Proceedings," etc., and it is essential that these details should be found under the names of societies. In printed periodical catalogues one sometimes finds separate "society indexes" referring one to the main body of the work, but these headings could be incorporated in the catalogue with little difficulty. Persons consulting the catalogue would appreciate it if they found something under the heading first



consulted, and the society index is not always prominent. To combine the title entries with society headings is a simple matter, and enquirers can be referred from the society to the title of its publications. For instance,

ROYAL SOCIETY OF LONDON.

*See,*

PROCEEDINGS OF THE ROYAL SOCIETY  
OF LONDON.

TRANSACTIONS OF THE ROYAL SOCIETY  
OF LONDON.

If the entries are numbered, reference may be merely to the numbers of the appropriate headings, but the alternative is preferred. The first word could be given in the above instances, but to ensure entries being easily traced the complete titles are given in preference.

The disadvantages of the use of the name of the town in which a society is situated as the heading are obvious. If this forms part of the title there is little difficulty, but borrowers rarely use it if not so included, and it is frequently extremely difficult to trace this information. Should it be thought that readers are likely to consult this heading, the material provided under the name of the society could be duplicated under the town, the name of the society forming a sub-heading.

The details to be included in main entries are few, but change of title, and especially change of editors, cause much confusion if this latter feature is included. It may be considered unnecessary to give the names of editors of current periodicals, but older publications should be treated more fully, and in all cases this information should be given to differentiate between periodicals with identical titles. The volumes and dates of those in the library, together with size and

place of publication if considered necessary, must be provided, but when journals are in progress they can be catalogued as follows:

QUARTERLY JOURNAL OF MICROSCOPICAL SCIENCE.

Vol. I—

8vo., London, 1853—

*In progress.*

The sign “—” indicates that the journal is current, and the words “In progress” emphasise the fact, should this be desirable. If the set is incomplete, the imperfections could be noted thus:

Vol. 1-7, 9-14, 17—

or by a note to this effect,

Imperfect: wanting Vol. 8, 15-16.

Should the latter method be preferred, it must be prominently placed, and some libraries adopt both systems, the second being reserved for slight imperfections. Annotations giving information of amalgamations, the fact that a journal was taken over as the official organ of a society, that no more were published after the last number housed in the library, and other useful matter are of value, and should be included wherever necessary.

Inconsistencies in titles of periodicals, change of title or editors, suspension of publication, alteration of format, amalgamation of two or more periodicals, adoption of a journal as the official organ of a society and incomplete sets, all tend to increase the work of the cataloguer, but consistency must be maintained throughout the catalogue. Headings most used by readers should be adopted and every possible effort made to refer the minority to the form of entry adopted. It is believed that in most special libraries, the latest

information is of primary importance, and that the convenience of readers is served by making main entries under the latest titles available. Change of name must be effected for a purpose, and is frequently rendered necessary by alteration in the scope of a journal; this being the case, the change may be of vital importance to those using the library, and should be adopted in the catalogue.

Printed or stereotyped lists of periodicals are of value in libraries dealt with in this work, as one can consult them without visiting the library. Naturally, they become obsolete, and are usually maintained up to date in card or sheaf form. They can be incorporated in the card cabinet under PERIODICALS or distributed throughout according to headings. The former method is preferable, as there is an advantage in having this material together. Sheaf catalogues of periodicals are also in use, and give complete satisfaction.

It is unnecessary to stress the value of standardised rules for the cataloguing of periodicals, for the formation of union catalogues accentuates the importance of collecting together information on this material. To incorporate entries catalogued according to different codes is extremely difficult, but should any officially recognised code devoted to periodicals, be published, its primary object must be the service of those who use the catalogues and not the formation of a bibliographical tool.

CO-OPERATIVE CATALOGUING AND  
ECONOMICS IN RELATION TO SPECIAL  
LIBRARIES

## NOTES

## CHAPTER XXIII

### CO-OPERATIVE CATALOGUING AND ECONOMICS IN RELATION TO SPECIAL LIBRARIES

CO-OPERATION and economy are almost synonymous terms when applied to the production of catalogues. Only in recent years has there been any form of practical co-operative cataloguing in this country, and even to-day no special library profits from this system as much as it might. It appears to be only the necessity for economy that has prompted librarians to attempt to co-operate for their mutual welfare, for if libraries could purchase everything they require there would be no need to borrow books from elsewhere. Until quite recently, if borrowers could not obtain wanted books at the local library, in most cases, they had to manage without them, but co-operation has improved the situation to a considerable degree.

When economy became the fashion, one of the first departments of library routine to be closely investigated was that devoted to cataloguing. In this country we have no system for the production of printed cards, such as that of the Library of Congress, and in addition we have never been extravagant either in the provision of catalogues, or of cataloguing staffs. In fact as has been already pointed out (pp. 5, 17) there are very few libraries where even one person is devoted entirely to cataloguing, as a contrast to conditions in America.

The following suggestions have been advocated by

librarians at different times, in order to economise on cataloguing.

- (1) Cutting down information on cards.
- (2) Co-operative cataloguing by printed cards.
- (3) Reduction in number of cards per book.
- (4) Cutting down subject headings.
- (5) Reduction in cataloguing research.
- (6) Cutting down records of cataloguing departments.
- (7) Omission of analysis.
- (8) Full information on main entry only.
- (9) Elimination of editor, translator and series entries.
- (10) Abolition of fiction and juvenile catalogues.

Several of these are applicable only to libraries in the United States, but others require attention. In connection with the first heading, many public libraries catalogue as if they were academic institutions. Mr. James Cranshaw has stated this fact,<sup>1</sup> and the writer agrees with the contention that much information is included on catalogue entries in this type of library which is never required by readers. In the same article Mr. Cranshaw advocates the abolition of the fiction and the juvenile catalogues, but although there may be some justification for the discontinuation of the former, it is considered that if by so doing the users are inconvenienced, the step should only be taken as a last resource.<sup>2</sup> The juvenile catalogue must be looked upon as an introduction to that in the main library, and as such, it should be of great value.

<sup>1</sup> Economics in cataloguing methods. *Library Assistant*, 27, 1934, pp. 32-41.

<sup>2</sup> Cataloguing in theory and practice. *Library World*, 38, 1936, pp. 279-80.

The reduction of detail on entries, and of the number of entries must be a matter for individual libraries. If only the material of value to readers is included, there should be no economy enforced that would derive borrowers of a useful service. The reduction of cataloguing research probably applies to a large extent to the time spent in finding the complete Christian names of authors. Although costly, the time taken up by this could not be better expended. One of the chief difficulties in amalgamating catalogues of libraries, lies in the fact that entries are frequently arranged differently owing to lack of forenames, or because these are incorrect. The experience of Miss M. S. Taylor during the production of the Northern Regional Catalogue,<sup>1</sup> and that of Miss Hilda M. Moore<sup>2</sup> indicate the truth of this statement, and it is recommended that even small libraries should go to this trouble, both for the welfare of regional cataloguing schemes, and in view of the probable growth of the libraries themselves.<sup>3</sup> It is false economy to provide a slipshod catalogue that will cause expense to a scheme introduced for mutual benefit and also to the library itself, when future growth may demand the re-cataloguing of the entire stock.

Special libraries in particular can ill afford to cut down the catalogues provided, or the details supplied in the entries. Rather should they provide more and fuller catalogues, which if printed would constitute bibliographies of the subjects collected. If printed cards were available for the more common books,

<sup>1</sup> The Northern Regional Catalogue. *Library Assistant*, 25, 1932, pp. 147-54, 182-3.

<sup>2</sup> The mechanism of regional cataloguing. *Library Association Record*, 4th ser., 2, 1935, pp. 561-8.

<sup>3</sup> Hammond, Myfanwy. Some standards for the cataloguer. *Library Association Record*, 4th ser., 2, 1935, pp. 310-15.



libraries would have more time to spend on analytical cataloguing, the production of class-lists and bibliographies, and these should constitute the duties of cataloguing staffs. There should be no question of the total abolition of cataloguers, for no card service will cover the entire field of book production.

It has been estimated that while the Library of Congress cards are available for most American books and those printed in English, only about one-third of the foreign literature to be found in typical American libraries is so treated.<sup>1</sup> The same source of information describes a scheme of co-operative cataloguing for books not covered by the Library of Congress, aided by a grant from the General Education Board, which is of great interest.

Many libraries in addition to the Library of Congress print cards, and the late W. R. B. Prideaux mentioned these schemes in a lecture delivered to the School of Librarianship.<sup>2</sup> Several libraries print sheets of accessions; for example, the British Museum, the Bodleian and the National Library of Ireland. Other printed lists of accessions include those published in the journals of societies, such as those of the Royal Geographical Society and the Royal Horticultural Society, while duplicated lists are issued by the Science Library and the Victoria and Albert Museum Library. Most of these could be utilised for catalogues by being pasted on cards, but very few libraries are able to take advantage of these facilities. If special libraries could co-operate in the production of one weekly or monthly list suitable for the above purpose, each library contributing entries for the subjects that it collects,

<sup>1</sup> Metcalf, Keyes D. Report on co-operative cataloging. *Catalogers' and Classifiers' Yearbook*, 4, 1934, pp. 93-101.

<sup>2</sup> Cataloguing codes and card printing. *Library Association Record*, 3rd ser., 1, 1931, pp. 41-51.

catalogued according to a recognised code, the resources of these libraries would be available to all interested. The cost of publication should not be more than that spent by all these libraries in the production of separate lists, and the resultant periodical could be sold at a moderate sum to many who would appreciate the value of the scheme. The field covered by the special libraries would be very wide, and although not perhaps to be adopted as a final solution of the existing problems, it should function long enough to indicate the enormous value of co-operative cataloguing. In fact, it would probably become indispensable, and only be superseded by the issue of printed cards by an authoritative body.

In Great Britain we now have several schemes for the compilation of union catalogues. Those of the Regional Bureaux, the London Public Libraries Union Catalogue, and the recently published *Union List of the Periodicals in the University Libraries* are particularly noteworthy, but there is no co-operative production of catalogue entries for the use of individual libraries. There are many such schemes in operation in other countries, and Mr. John Richmond Russell has enumerated those for co-operative cataloguing in Europe,<sup>1</sup> while Mr. J. H. Pafford gives details of the momentous *Deutscher Gesamtkatalog*.<sup>2</sup>

When discussing the provision of a centre for central cataloguing, the British Museum is usually regarded as the ideal site for this service. Of course, there are many difficulties to be considered, such as the code followed not being that most widely used in this country, and the fact that the British Museum Catalogue is not in

<sup>1</sup> Co-operative cataloging in Europe. *Catalogers' and Classifiers' Year-book*, 6, 1937, pp. 16-25.

<sup>2</sup> The German union catalogue. *Library Association Record*, 39, 1937, pp. 20-2.

card form, and Mr. J. E. Walker has dealt at some length with the pros and cons of the idea of central card cataloguing.<sup>1</sup>

He is not antagonistic towards it, but recognises that there are many difficulties. It has also been suggested that the National Central Library should be the centre of this service,<sup>2</sup> and this is worthy of careful consideration. This comparatively new library is better equipped than the British Museum for the work, and the main difficulty lies in the fact that the Library does not enjoy privileges under the Copyright Act; it has been suggested that these privileges should be transferred to the National Central Library at the expense of Trinity College, Dublin.

The problem of finance is a very real one. The National Central Library is hampered by insufficient funds at the present time, and a much larger staff would be required to undertake the work necessary for the production of printed cards. It has been estimated that in 1934, 5,704 institutions were using the Library of Congress cards,<sup>3</sup> and the service pays for itself, although the actual cost of cataloguing is not included in the estimate. The Bodleian printed sheets cost approximately £410 annually, or 6½d. per entry, but<sup>4</sup> cards are preferred if for sale, as they would have to be ordered separately to suit libraries' requirements. Before the introduction of a scheme it would be necessary to determine how many libraries could be regarded as probable purchasers. Very few would be prepared to change the code already in use, but it is possible that

<sup>1</sup> Central cataloguing. *Library Association Record*, N.S. 6, 1928, pp. 1-7.

<sup>2</sup> Powell, Jessie. Central cataloguing: two projects. *Library Association Record*, 39, 1937, pp. 261-2.

<sup>3</sup> Esdaile, A. *National libraries of the world*, 1934, p. 112.

<sup>4</sup> Prideaux, W. R. B. Cataloguing codes and card printing. *Library Association Record*, 3rd ser., 1, 1931, pp. 41-51.

the details on the cards could admit the re-arrangement of the headings with little difficulty. If classification numbers were to be supplied on the entries, another difficulty would be encountered, but the use of more than one scheme is not impossible. The Library of Congress cards now bear the Dewey classification numbers as well as those of the Library of Congress.

The duplication of work involved by libraries each cataloguing the same books is appalling, and yet how many libraries are really adequately staffed to carry out essential duties? Most librarians admit that their libraries fall short of the ideals followed owing to the lack of staff, and the time taken in carrying out the ordinary routine work.

Even if groups of libraries, such as for instance, university libraries, would co-operate in the production of cataloguing entries, the value of the service would quickly render it indispensable, but the idea that all the cataloguing necessary in a large library can be done in this manner is erroneous. It would be impracticable to issue entries for rare books, for instance, and cataloguers would be able to commence some of the numerous tasks that come within their sphere. For example, many libraries house material that has never been catalogued, owing to lack of time, and most libraries devoted to special subjects appreciate the value of analytical entries, especially for articles in periodical literature.

In Great Britain there is little scope for economy in individual libraries, because there has never been extravagance, but the lack of any form of co-operative cataloguing as distinct from the production of union catalogues, is a blot upon British librarianship.

Special libraries are an important factor to be considered, chiefly because they specialise, and on account

of the fact that the collections are usually permanent. To obtain the utmost benefit from these institutions it is essential that the general routine work of cataloguing standard books should be eliminated as far as possible, leaving to the staffs of these libraries the production of bibliographies, etc., which are of so much value to the research worker and the scholar.

#### SOURCES OF FURTHER INFORMATION

The *Catalogers' and Classifiers' Yearbook* No. 4, 1934, is a Special Economics Number, and in conjunction with the articles quoted in this chapter, and appropriate sections of the general textbooks mentioned in the Bibliography, provide much material on this important subject.

## ALPHABETISATION

## NOTES

## CHAPTER XXIV

### ALPHABETISATION

PROBABLY, the arrangement of entries in catalogues and indexes causes more trouble to enquirers than do the most intricate schemes of classification imaginable, and this arrangement is one of the most important subjects of library routine. It is by no means as "easy as A B C," and in special libraries in particular, the adoption of a standardised system of arrangement is urgently required. Readers referring to numerous catalogues and indexes fail to appreciate the fact that alphabetisation can be effected in two ways, inconsistencies accounting for many others, and useful information is frequently overlooked because the arrangement is not clearly indicated.

It is hoped that the Anglo-American Code will contain rules for alphabetical arrangement in its revised form, for although several textbooks give rulings on the subject, there is no agreement between them.

In the card catalogue it is very difficult to decide how the entries are arranged, as only one card can be consulted at a time, but the two methods followed at the present time are known as the "all through" or "letter by letter," and the "nothing before something," or "word by word" systems. Both have their merits and their adherents, but the inconsistency in spelling certain words makes the latter extremely



difficult at times. For instance, one finds NEEDLE-WORK separated from NEEDLE WORK, SEA-SHORE from SEA SHORE and METALWORK from METAL WORK, to quote only three examples. Mr. James Cranshaw has dealt at length with this subject, pointing out the obvious result of the separation of books on identical subjects through this variation of spelling.<sup>1</sup> The use of the hyphen and apostrophes ('s) make matters more complicated for most cataloguers, and the results are ludicrous. The following is taken from a sheaf periodical catalogue in which the unit entries are arranged according to the "nothing before something" system:

U.S. Department of Agriculture.  
U[NITED] S[TATES]. Department of Agriculture.  
U.S.S.R.  
UGANDA.  
UKRAINIAN.  
ULSTER.  
UNION OF SOUTH AFRICA.  
UNITED STATES COAST.  
UNITED STATES. Department of Agriculture.

It is interesting to note that the card catalogues of the same library are arranged by the "all through" method.

Another difficulty experienced by readers is the omission of unimportant words in the arrangement of periodical headings. Where these are all typed in capitals the difficulty is exaggerated, and in printed catalogues the eye is liable to deception unless the words governing the arrangement are printed in heavier type. For instance,

<sup>1</sup> A word or two. *Library Assistant*, 29, 1936, pp. 259-63.

JOURNAL DE MÉDECINE VÉTÉRINAIRE  
 JOURNAL MÉDICAL DE LA GIRONDE  
 JOURNAL DE PHARMACIE ET DE CHIMIE  
 JOURNAL DE PHYSIOLOGIE EXPÉRIMENTALE  
 JOURNAL DE LA PHYSIOLOGIE DE L'HOMME  
 JOURNAL DE PHYSIOLOGIE ET DE PATHOLOGIE  
 JOURNAL DE PHYSIQUE  
 JOURNAL PRATIQUE DE MÉDECINE  
 JOURNAL DES PRISONS

is likely to confuse enquirers, but the eye is guided to relevant words in this case,

JOURNAL DE MÉDECINE VÉTÉRINAIRE  
 JOURNAL MÉDICAL DE LA GIRONDE  
 JOURNAL DE PHARMACIE ET DE  
 CHIMIE  
 JOURNAL DE PHYSIOLOGIE EXPÉRIMENTALE  
 JOURNAL DE LA PHYSIOLOGIE DE  
 L'HOMME  
 JOURNAL DE PHYSIOLOGIE ET DE  
 PATHOLOGIE  
 JOURNAL DE PHYSIQUE  
 JOURNAL PRATIQUE DE MÉDECINE  
 JOURNAL DES PRISONS

The *World List of Scientific Periodicals* is arranged as the above, without the heavy type, and experience has proved that the method can only be used by the library staff who understand the arrangement. The following method is widely used, and is recommended:

JOURNAL DE LA PHYSIOLOGIE DE L'HOMME  
 JOURNAL DE MÉDECINE VÉTÉRINAIRE  
 JOURNAL DE PHARMACIE ET DE CHIMIE

JOURNAL DE PHYSIOLOGIE ET DE PATHOLOGIE

JOURNAL DE PHYSIOLOGIE ÉXPÉRIMENTALE

JOURNAL DE PHYSIQUE

JOURNAL DES PRISONS

JOURNAL MÉDICAL DE LA GIRONDE

JOURNAL PRATIQUE DE MÉDECINE

Author entries involving initials and Christian names present another problem. Although it is recommended that the full names should be determined if possible, there are many cases in which one is unable to trace these. Titles such as *Bp.* and *Sir* must be disregarded when alphabetising, but many librarians appear to disagree over the arrangement of headings such as SMITH, JOHN S. and SMITH, J. S. If gaps were left on cataloguing cards where Christian names cannot be determined, this difficulty would be alleviated: e.g.,

SMITH (J	S	)
SMITH (John	S	)

Should the second Christian name be known, entries would appear as,

SMITH (J	S	)
SMITH (J	Scott	)
SMITH (John	S	)
SMITH (John	Seymour	)

To differentiate between authors of the same name is difficult, and is best done by dates of birth and death if this information can be procured, arrangement being chronological. Failing this, degrees, positions held, etc., are used, and order of courtesy is followed, but this order is of little importance as long as books by the same author appear together.

The combination of author, subject and title entries further complicates the difficulty of alphabetisation, but if headings are arranged consistently in the following order, the problem is simplified: person (as author); person (as subject); place (as author); place (as subject); place as title.

Slight difference in spelling names accounts for much information being overlooked. The addition of an "e" is common, but others are less easily noticed and cross-references to several other headings merely infuriate readers. For instance:

Canon	Nichols	Philips	Reed
Cannan	Nicolls	Philipps	Reid
Cannon	Nicols	Phillips	Read
	Nicholls	Phillipps	Reade

are all possible author headings, and if these could be standardised as are M' Mc and Mac for instance, reference to them would be greatly facilitated. The use of the modified vowels, such as ä, ö, ü, presents difficulties, and words should be arranged as if written as æ, œ, and ue.

Numerous other cases where correct alphabetisation is jeopardised are dealt with in Cutter, and other text-books mentioned in the Bibliography, but the above examples indicate some of the intricacies of A B C. Articles in encyclopædias, and entries in indexes are easily overlooked by the unwary, and to research workers, serious inconveniences may result. It should be the aim of librarians to arrange the catalogues in a manner most convenient to the readers. These tools are provided for their use as guides to the books, and in their present state one cannot wonder at readers forsaking them; the work of the library staff is increased by having to find material quite easily traced by

the readers, could the catalogues be made intelligible to them.

When arranging author entries, the surnames should be clearly separated from the fore-names. For example, the following indicate that alphabetisation finishes with the surname, the Christian names being treated separately,

SMITH (James)  
SMITHERS (John)  
SMITHFIELD (William)

To include the Christian names when alphabetising the headings by the "all through" method is incorrect. For example,

SMITHERS, JOHN  
SMITHFIELD, WILLIAM  
SMITH, JAMES

shows this system in use, and indicates the difficulty encountered even with a small number of entries, when the letters to be considered are not clearly indicated by the use of round brackets and small type.

Surnames containing FITZ and SAINT are arranged with these words treated as part of the surname, and in alphabetising by the "all through" method, it is possible to separate entries which should possibly be kept together. For example,

SAINT ANTHONY  
SAINTE BEUVE  
SAINT JOHN  
and ARCHIVE ROYALE  
ARCHIVES DE . . .  
ARCHIVE SOCIALE

If it is considered desirable to keep entries commencing with SAINT together, and those beginning with

ARCHIVE distinct from ARCHIVES, it is necessary to alphabetise by the first word in these cases, separating them as one might surnames and Christian names. Hyphenated words and names with prefixes are often spelled through, but again, this is a matter of opinion.

In card, sheaf and printed forms of catalogue, it is necessary to guide readers to the significant letters governing the arrangement, for although rules and introductory prefaces exist, they are rarely consulted by readers. The guide-cards in card catalogues could be used to better advantage by providing information on the arrangement of the entries, and these could be supplied more freely than at present.

Consistency is essential in the alphabetical arrangement of catalogues, but is extremely difficult to achieve, particularly when several persons independently sort cards into cabinets, unless they are perfectly acquainted with the rules adopted. Too many libraries present inconsistencies in catalogues; some have certain catalogues arranged by varying methods because they are maintained by different persons, and those consulting the catalogues are confused.

It is necessary to adopt rules covering every emergency, to make sure that the members of the library staffs themselves fully appreciate the arrangement, and if these rules are rigidly applied, and readers guided and instructed in the use of the catalogue, most of the difficulties are alleviated. If the revised Anglo-American Code includes rules on this subject, it will do much to standardise the arrangement of catalogues, and by indicating the best methods, evolved by the experience of others, would do a great service, both to librarians and to all who use catalogues and indexes.



## STATISTICS



## NOTES

## CHAPTER XXV

### STATISTICS

ALTHOUGH not complete, and furthermore very restricted in number, it is believed that the details contained in the following Tables will give some indication of the popularity of certain codes, forms and types of catalogues. Statistics are frequently unreliable owing to the material upon which they are based being incorrect, but for this purpose doubtful cases have been excluded, and this accounts for the discrepancies in the totals.

In Table 1 the popularity of the Anglo-American Code is clearly indicated, and it is probable that most of those included under "Own" are modifications or adaptations of recognised codes. Cutter is represented by one follower, but it must be remembered that Cutter co-operated in the production of the Anglo-American Code when the fourth edition of his own rules was in course of preparation, and there is close agreement between the two codes. In fact one is frequently referred to Cutter as being more full, in the Anglo-American Code.

The popularity of the card catalogue cannot be denied, and it is in use in seventy-eight out of ninety-six libraries, although in conjunction with other forms of catalogue in forty-two instances. Where printed catalogues are provided, it is usual to maintain them up to date by means of cards, and in the limited number

TABLE I  
Cataloguing Codes in Use.

	Anglo-American	British Museum	Cutter	Own	Others
University & University College ...	11 (v)	2 (i)	—	6	2 Cambridge Code
Medical & Scientific ...	3 (ii)	2 (i)	1	2	3 None 1 Surgeon-General
Learned Societies & Institutions ...	8 (v)	2 (i)	—	2	1 Prussian State Code
Commercial & Technical ...	5 (ii)	—	—	4	1 None
Government ...	3 (iii)	2 (ii)	—	1	1 None 1 Cambridge Code
National Importance ...	3	1	—	2	—
Polytechnic & School ...	5	—	—	3	1 None
Others ...	4 (i)	1 (i)	—	5	—
Total ...	42 (xviii)	10 (vi)	1	25	11

Roman figures in brackets refer to the number out of the total given, admitting modifications of the scheme used.

TABLE 2  
Forms of Catalogue Provided

	Card	Sheaf	Printed	Card & Sheaf	Sheaf & Printed	Card & Printed	Card, Sheaf & Printed
University & University College ... ..	10	—	—	7	1	1	2
Medical & Scientific ... ..	4	—	—	—	1	8	2
Learned Societies & Institutions ... ..	6	—	3	—	—	4	—
Commercial & Technical ... ..	10	—	—	—	—	—	—
Government ... ..	2	—	1	2	—	3	1
National Importance ... ..	3	—	2 (scrap-book)	—	—	3	—
Polytechnic & School ... ..	6	—	—	4	—	—	—
Others ... ..	5	—	—	2	—	3	—
Total ... ..	46	0	6	15	2	22	5

TABLE 3  
Types of Catalogues Provided.

	Author	Author & Subject	Classified	Author & Classified	Author, Subject & Classified	Dictionary
University & University College ...	4	6	—	9	1	2
Medical & Scientific ...	1	6	—	1	—	5*
Learned Societies & Institutions ...	3	4	—	4	—	1
Commercial & Technical ...	—	4	2†	2	—	2*
Government ...	—	3	—	3	—	1
National Importance ...	2	2	1†	2	—	1
Polytechnic & School ...	4††	2	—	4††	—	—
Others ...	2	4	1	1	—	2
Total ...	16	31	4	26	1	14

\* One with classified catalogue

† With author and subject indexes

‡ With author index

†† Two with title entries.

TABLE 4

Schemes of Classification in use for Classified Catalogues.

	Dewey	Dewey (modified)	U.D.C.	Library of Congress	Others
University & University College ... ..	—	4	—	5	—
Medical & Scientific ... ..	—	—	1	—	1 Barnard scheme
Learned Societies & Institutions ... ..	—	—	1	1	1 Howard Business Scheme 1 Prussian State 1 Own
Commercial & Technical ... ..	1	2	2	—	—
Government ... ..	—	—	1	—	2 own
National Importance ... ..	2	1	—	—	—
Polytechnic & School ... ..	3	—	—	—	—
Others ... ..	1	—	—	—	1 Bliss scheme
Total ... ..	7	7	5	6	7

of commercial and technical libraries dealt with, card catalogues only are provided.

Although sixteen libraries maintain author catalogues only, these are in the minority, and both subject and classified types in conjunction with author catalogues, are becoming increasingly popular.

Classified catalogues are usually arranged by the same system as is the stock, but it is possible that subject catalogues might prove of more value, even where the books are arranged by a recognised scheme of classification. Subject indexes to classified catalogues are essential.

## CONCLUSIONS



## NOTES

## CHAPTER XXVI

### CONCLUSIONS

THE material collected for this work indicates that no two libraries compile catalogues in the same manner. In fact, there are as many codes as there are libraries, and owing to the inadequacy of published rules, standardisation steadily becomes even more elusive. It is hoped that the publication of the revised Anglo-American Code will remedy this to a large extent, but complete standardisation could be achieved only by the universal adoption of printed cataloguing cards, used exactly as printed. This is extremely unlikely to become an established fact, but the cards would prove of great value to special libraries. Inadequate staffs, insufficient catalogues, too much, or too little detail on entries, handicap many libraries in the successful achievement of the purposes for which they are instituted. Some libraries provide several types of catalogues when indexes could be substituted to advantage, and make fuller entries than necessary, but the opposite is more frequently encountered, and is usually due to lack of sufficient cataloguing staff.

The demands of those using the different types of libraries dealt with, vary considerably, and the convenience of readers should be considered of primary importance in the choice of headings adopted, in the forms of catalogue provided, and in the details given on the entries. These must vary with individual

libraries, but similar types present similar problems, and the rough groupings made for the purpose of this book, keep together libraries with similar characteristics.

Consistency throughout catalogues cannot be too highly stressed, and although this is at times difficult to achieve, readers should be guided through intricacies by the prominent display of the more important rules, and by the greater use of guide cards bearing useful information, than is made at present.

The catalogue, so frequently described as the key to the library, although difficult to compile, should be simple to use, and bibliographical detail should be sacrificed, if by so doing users are assisted to appreciate the value of the most useful tool in any library.

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This is a select list of the books used during the compilation of the work. Lists of books for further reading are contained in the textbooks mentioned below, while more recent material can be traced from the annual bibliographies of librarianship, *Library literature*, edited by Marion Shaw, and the *Year's Work in Librarianship*. In the latter publication the section on Cataloguing is compiled by Miss M. S. Taylor, and is particularly rich in information.

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## INDEX



# INDEX

## A

- Agricultural Economics Research Institute, 127
- Alphabetic subject cataloguing, 6, 181
- Alphabetic-classed catalogues, 6
- Alphabetisation, 85, 223, 239-45
- Analytical cataloguing :
  - in commercial and technical libraries, 165-6
  - in medical and scientific libraries, 62-3
  - in university libraries, 19
- Andersonian Library, Royal Technical College, Glasgow, 182
- Anglo-American Code, 258
  - alternative rules, 75
  - in use, 41-2, 46-7, 50-1, 53-4, 81, 93, 96, 127, 130-5, 146, 157-8, 181, 183-5, 193, 195-6, 199, 201-3, 212, 214
  - revision of, 8-9, 239, 245, 257
  - table, 250
- Annotation, 166
- Anonymous books, 25
- Author catalogues, 6
  - table, 252

## B

- Bailey, J. B., 86
- Barnard, C. C., 83
- Barnard Classification, in use, 82, 97
- Bedales Memorial School, 201
- Bedford High School, 201-2
- Belfast Library and Society for Promoting Knowledge, 213-14
- Bibliographies, cataloguing for, 207-9

- Bing, G., 114
- Bioletti, R., on book plates, 210
- Birkenhead School, 202
- Birmingham Library, 214
- Birmingham Public Libraries :
  - Commercial and Patents Library, 177
  - Technical Library, 177-8
- Birmingham University, 46-7
- Blind, books for, 193-4
- Bliss Classification, in use, 216
- Board of Education, 155
- Bodleian Code, 189-91, 258
- Bodleian Library, Oxford, 189-91, 234
- Bobby, H. V. A., on cataloguing for bibliographies, 207
- Bonser, W., emendations to Anglo-American Code, 46, 81
- Bookplates, 208, 210
- Bradford, S. C., on cataloguing of periodicals, 222
- Braille, books in, 193-4
- Bristol University, 47
- British Library of Political and Economic Science, 31-7
- British Museum Code, 139, 259
  - in use, 24, 47, 52-3, 93, 129, 131, 133, 149, 158-9, 195-6, 217-18, 233-4
  - table, 250
- British Museum (Natural History), 94, 118
- British Non - Ferrous Metals Research Association, 181-2.
- Brotherton Library, Leeds University, 52-3
- Bushnell, G. H., on cataloguing in university libraries, 14
- Business Libraries, 163-74



## C

- Cambridge University Code, 259  
     in use, 47-8, 50, 156  
     table, 250
- Cant, M., on school libraries,  
     200-2
- Card catalogues :  
     in commercial and technical  
         libraries, 164  
     in libraries of learned societies,  
         102-3  
     in medical and scientific libraries,  
         61  
     in university libraries, 15  
     table, 251
- Cards, paper for, 35
- Carter, E., 134
- Centralised cataloguing :  
     at University College, London,  
         25-6  
     in university libraries, 14
- Change of title, of periodicals, 222-3,  
     226
- Chartered Insurance Institute, 127-8
- Cheltenham Ladies' College, 202-3
- Chemical Society, 93
- Christian names :  
     alphabetical arrangement of, 242,  
         244  
     importance of tracing, 231
- City of London College, 50
- Classified catalogues :  
     in commercial and technical  
         libraries, 165  
     in university libraries, 15-16, 18  
     table, 252-3
- Codes, standardisation of, 7, 226,  
     257
- Commercial libraries, 163-7, 177-85
- Concilium Bibliographicum cards,  
     159
- Co-operative cataloguing, 141-2,  
     229-36
- Copyright libraries, 189, 194
- Cranshaw, J., on economics in cata-  
     loguing, 230  
     on nomenclature of catalogues, 6
- Craster, H. H. E., on Bodleian  
     Library, 191

- Crone, G. R., on cataloguing of  
     maps, 124  
     on Royal Geographical Society,  
         124
- Cutter, C. A., 7, 258  
     code in use, 97  
     on alphabetico-classed catalogues,  
         6

## D

- Dates of scientific works, importance  
     of, 117-18
- Departmental libraries :  
     at University College, London,  
         23, 25-6  
     in universities, 14-15
- Detail in entries, 4, 231  
     at Birmingham Public Libraries,  
         177  
     at Queen's University, Belfast, 41  
     at Royal Empire Society, 108-9  
     at Royal Horticultural Society,  
         120  
     at St. Bartholomew's Hospital, 76,  
         78  
     at University College, London, 26  
     at University of Leeds, 53  
     for periodicals, 224-5  
     in commercial and technical  
         libraries, 165-6
- Dewey Decimal Classification, in  
     use, 51, 53-4, 130, 177, 183-4,  
     192-3, 196, 200-2, 204, 214  
     on Library of Congress cards, 235  
     table, 253
- Dickinson, W. C., 33-5
- Dictionary catalogues, 6  
     in school libraries, 201  
     in university libraries, 16  
     table, 252
- Discarding, effect on cataloguing, 4  
     in commercial and technical  
         libraries, 164
- Doubleday, W. E., 259
- Drewery, R. F., on patent collec-  
     tions, 3
- Duplicated lists of accessions, 149-50,  
     159
- Durham University, 50

E

Economics in cataloguing, 229-36  
 Edinburgh University, 51  
 Edward Fry Library, 33  
 Engravings, 208  
 Esdaile, A., 234  
 Etchings, 208  
 Eton College, 203  
 Ex libris, 208, 210

F

Fellows, D., 259  
 Fiction catalogues, abolition of, 230  
 Foreign Office, 156  
 Fox Photos Ltd., 171-4

G

Gaselee, Sir S., on Government libraries, 155  
 Gaskin, L. J. P., 213  
 Geographical names, in imprints and as headings, 18  
 Girton College, Cambridge, 47  
 Gjelsness, R., on revision of Anglo-American Code, 8  
 Glasgow Commercial Library, 182  
 Government libraries, 139-59  
 Government publications, 24, 217-18  
 Green, M. M., on family letters, 3  
 Guide cards, 166, 245  
 Guppy, H., on incunabula, 13  
 Guy's Hospital, Wills Library, 89-92

H

Hammond, M., 231  
 Hanson, J. C. W., on revision of Anglo-American Code, 8  
 Haskins, S. M., on Bodleian catalogues, 191  
 Headicar, B. M., on London School of Economics, 37  
     on subject catalogues, 16  
 Headings, geographical names as, 18  
     standardisation of, 19

Horniman Museum, 212-13, 215  
 House of Commons, 156-7  
 Howard Business Classification, in use, 127-8  
 Hugh Frederick Hornby Art Library, 207-11  
 Huntingdon Grammar School, 203

I

Imperial Institute of Entomology, 128-9  
 Incunabula, 13  
 Indexes, 257  
 India Office, 145-9  
 Information bureaux, 167  
 Institute of Historical Research, 129  
 Institutions, libraries attached to, 101-35  
 Irish Central Library for Students, 193

J

Jast, L. S., on technical libraries, 164  
 Juvenile catalogues, abolition of, 230

K

Kew Gardens, 158  
 King's College, Newcastle-upon-Tyne, 53

L

League of Nations Union, 214  
 Leeds Public Libraries, Commercial and Technical Library, 178-81  
 Leeds University, Brotherton Library, 52-3  
 Le Fanu, W. R., 85-6  
 Leigh, C. W. E., on cataloguing of periodicals, 222  
 Letters, 3, 208  
 Lewin, E., 108-9  
 Library Association, 129-30  
 Library of Congress Classification, in use, 32, 41, 45-7, 52  
     table, 253

- Library of Congress printed cards,  
192-3, 232, 234-5  
Lindley Library, Royal Horti-  
cultural Society, 117-21  
Linen Hall, Belfast, 213-14  
Literary and Philosophical Society,  
Newcastle-upon-Tyne, 214  
Liverpool Medical Institution, 97  
Liverpool Public Libraries, 207-11  
Liverpool University, 53  
*London Bibliography of the Social  
Sciences*, 32-3  
London Library, 95, 177, 202,  
211-12  
London School of Economics, 31-7  
London School of Hygiene, 81-3  
London Union Catalogue, 192  
National Library of Ireland, 194-5  
National Library of Scotland, 195  
National Museum of Wales, 195  
Newcastle - upon - Tyne, King's  
College, 53  
Newcombe, L., on union catalogues,  
193  
New Commonwealth Institute, 132  
Newnham College, Cambridge, 47-8  
Nomenclature of catalogues, 6  
Nomenclature, scientific, importance  
of, 117-18  
Northern Polytechnic, Holloway,  
199-200  
North Staffordshire Technical Col-  
lege, 183-4  
North-Western Polytechnic, 200

## M

- McColvin, L. R., on music, 3  
MacPherson, H. D., 259  
Manchester Education Committee,  
216  
Mann, M., 259  
Maps, 123-4  
Married women, 175  
Medical libraries, 19, 59-92, 94-7  
Metcalf, K. D., on co-operative  
cataloguing, 232  
Metropolitan-Vickers Electrical Co.  
Ltd., Manchester, 183  
Middle Temple, 130-2  
Moore, H. M., on regional cata-  
loguing, 231  
Music, 3  
at Liverpool Public Libraries,  
210-11

## N

- Name catalogues, 6, 71  
National Central Library, 101, 103,  
191-3, 234  
National Institute for Research in  
Dairying, 132  
National Library for the Blind,  
London, 193-4

## O

- Oriental literature, 107, 133, 145-9  
Ormerod, J., on style in cataloguing,  
26, 29

## P

- Pafford, J. H. P., 193  
on German union catalogue, 233  
Pamphlets, 82  
Paper, for cataloguing cards, 35  
Patent Office, 157-8  
Patents, 3, 157-8, 177  
Periodicals, alphabetical arrange-  
ment of, 240-2  
at Guy's Hospital, 89, 92  
at Royal College of Surgeons, 84-5  
at University College, London, 29  
cataloguing of, 221-6  
in university libraries, 18-19  
sample entries for, 73-4, 77  
Permanent collections, cataloguing  
of, 7  
Pharmaceutical Society of Great  
Britain, 93-4  
Photographs, 171-4  
Plant, M., on accession statistics, 35  
Plarr, V. G., 85-6  
Polytechnic libraries, 199-200

- Powell, J., on central cataloguing, 234
- Prideaux, W. R. B., on analytical cataloguing, 63
- on cataloguing codes, 232, 234
- Printed catalogues, 7-8
- at Bodleian Library, 190-1
- at Cambridge University and Colleges, list of, 48-50
- at India Office, list of 147-9
- at Royal Empire Society, 108-9
- at University College, London, list of, 31
- in Government libraries, 141
- in libraries of learned societies, 102-3
- in medical and scientific libraries, 102-3
- in university libraries, 14-15
- table, 251
- Printed cataloguing cards, 141-2, 257
- Printed sheets of accessions, 191, 194, 232
- Prussian State Classification, 110, 114
- Prussian State Code, in use, 110
- Royal Asiatic Society, 133
- Royal Botanic Gardens, Kew, 158
- Royal College of Physicians, Edinburgh, 95
- Royal College of Physicians, London, 94-5
- Royal College of Surgeons of England, 83-6
- Royal Empire Society, 101-2, 107-10
- Royal Entomological Society, 94
- Royal Faculty of Physicians and Surgeons, Glasgow, 96
- Royal Geographical Society, 121-4
- Royal Horticultural Society, 117-21
- Royal Institute of British Architects, 133-4
- Royal Society, London, 95-6
- Royal Society of Medicine, 96
- Royal Technical College, Glasgow, Andersonian Library, 182
- Rugby School, 204
- Russell, J. F., on music, 3
- Russell, J. R., on co-operative cataloguing, 233
- Rye, R. A., 259

## S

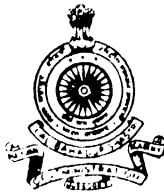
- Q
- Quarterly Cumulative Index Medicus*, 97
- Queen Elizabeth's Grammar School, Ashbourne, 203
- Queen's University, Belfast, 17, 41-2
- R
- Reading University, 42-5
- Reeves, H., on music, 3
- Regional bureaux union catalogues, 192, 231
- Reprints from periodicals, 82
- Research institutions, 59-97
- Ridley, A. F., 182
- Roedean School, Brighton, 203-4
- Rothamstead Experimental Station, 94
- St. Andrews University, 17, 45-6
- St. Bartholomew's Hospital Medical College, 59, 67-78
- St. Thomas's Hospital Medical School, 97
- School libraries, 200-4
- Science Library, 140, 158-9
- Scientific libraries, 19, 59-63, 93-6
- Scottish Central Library for Students, 195-6
- Scrap-book catalogues, 129, 191, 194
- Scafarers' Education Service, 216-17
- Selly Oak Colleges, 54-5
- Serial publications, cataloguing of, 221-6
- Series entry, 24, 52
- Sharp, H. A., 3, 259
- on revision of Anglo-American Code, 8
- Shaw, M., 258

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